



# Certified Correctional Health Professional Advanced Certification

PROGRAM INFORMATION, STUDY GUIDE & APPLICATION



From the Premier National Certification Program for Professionals in Correctional Health Care

## Table of Contents

Advanced Certification for Certified Correctional Health Professionals . . . . .	1	Scope of the Examination . . . . .	4
About Advanced Certification . . . . .	1	About the National Commission on Correctional Health Care. . . . .	8
Sponsorship & Administration. . . . .	1	Supporting Organizations. . . . .	8
Eligibility . . . . .	1	Advanced CCHP Status Examination Reference List . . . . .	9
Certification Process. . . . .	1	Advanced CCHP Application Information . . . . .	10
The Application . . . . .	1	Education and Training . . . . .	10
Application Deadlines . . . . .	2	Employment. . . . .	10
The Examination . . . . .	2	Contribution to Profession . . . . .	11
Fees. . . . .	2	CCHP Performance/Quality of Application. . . . .	12
Recertification. . . . .	2	CCHP-A Application Checklist . . . . .	12
Candidacy . . . . .	2	CCHP-A Application . . . . .	13
Test Administration . . . . .	3		
Examination Options . . . . .	3		
Development & Grading of the Examination . . . . .	3		
Reporting of Results . . . . .	3		
Re-Examination . . . . .	3		
Cancellation, Rescheduling, and Retest Policy . . . . .	3		

[www.ncchc.org/CCHP-A](http://www.ncchc.org/CCHP-A)

## ABOUT ADVANCED CERTIFICATION

The Advanced CCHP (CCHP-A) program recognizes Certified Correctional Health Professionals who have demonstrated excellence, commitment, and contribution to the field of correctional health care and their relative discipline or profession.

Like the Certified Correctional Health Professional basic program, the Advanced CCHP program does not seek to measure clinical skills. Rather, it is designed to assess experience in and knowledge of the delivery of health care services in correctional environments.

## SPONSORSHIP & ADMINISTRATION

The Advanced CCHP program is sponsored by the National Commission on Correctional Health Care and is governed by the CCHP Board of Trustees, many of whom are Advanced CCHPs. The CCHP Board of Trustees consists of ten correctional health experts from a variety of health professions. Three of the Trustees are CCHPs who are elected by their peers. Three are appointed from the broad correctional health care field, and four are members of the NCCHC Board of Representatives. The CCHP Board of Trustees is responsible for the examination content, scoring and evaluation, as well as the awarding of Advanced Certification to successful candidates.

## ELIGIBILITY

After being certified for a minimum of three years in the CCHP program, all CCHPs are eligible to apply for Advanced Certification.

## CERTIFICATION PROCESS

Certification under the Advanced program is a two-step process. First, an extensive application detailing the applicant's experience and contributions to the field of correctional health care must be completed. This application is reviewed by the Certified Correctional Health Professional Board of Trustees.

Once a passing score on the application has been achieved, applicants must then participate in a 4-hour proctored examination consisting of eight essay questions. CCHP-A certification is awarded upon receiving a passing score (70%) on the examination.

## THE APPLICATION

The application for Advanced certification is divided into four categories: Education and Training, Employment, Contribution to Profession, and CCHP Performance/Quality of Application.

Education and Training assesses the applicant's formal education, licenses and certifications, job-related skills and techniques, and participation in continuing education activities.

Employment assesses time spent in the health care profession and the portion of the applicant's career spent in correctional health care. In addition, professional responsibilities and professional achievements and recognitions are considered.

# ADVANCED CERTIFICATION FOR CERTIFIED CORRECTIONAL HEALTH PROFESSIONALS

Contribution to the Profession assesses overall involvement in the applicant's profession. Memberships in professional organizations, service to the profession (eg, serving on boards or committees), scholarship and teaching (eg, teaching courses, publishing articles) are considered in this section.

CCHP Performance/Quality of Application considers the applicant's score on his or her initial certification exam and the quality of the application itself. Also considered are the quality and tone of the supporting letters submitted on the applicant's behalf.

In the event an application is not accepted, a description of the deficiencies in the application will be provided, and the applicant will be given an opportunity to submit additional documentation to supplement the application.

## APPLICATION DEADLINES

Applications are accepted on an ongoing basis. The Advanced CCHP examination is available online, at Prometric test centers throughout the country and at each NCCHC conference. If you plan to take the exam at an NCCHC conference, the application must be submitted at least three months prior to the exam date.

## THE EXAMINATION

An essay examination is used to measure the possession, application, and interpretation of knowledge necessary for professional practice in correctional health care. The examination does not seek to measure clinical competency.

## FEES

The nonrefundable \$420 application fee for CCHP-A certification is payable when the application is submitted for review. If the application is not approved on the first review, a second review of additional materials will be considered at no charge if the application is resubmitted within a six-month period. There is no charge to take the exam at an NCCHC conference the first time. Prometric charges a separate fee to proctor the exam online or at a test center.

## RECERTIFICATION

After passing the Advanced examination, CCHP-As must recertify their CCHP or specialty certification with the CCHP Board of Trustees each year and provide evidence of 18 hours continuing education, at least 6 of which must be in the field of correctional health care.

Every three years, CCHP-As must submit documentation of participation in at least one correctional health care conference. In addition, documentation of completion of an advanced project, such as publishing an article or book, teaching or giving a presentation at a correctional health care conference, receiving a national recognition, or developing a project that has significant impact on the field of correctional health care must be submitted.

## CANDIDACY

Applicants will receive notification of their candidacy after the CCHP Board of Trustees reviews their applications. Candidates must take the exam within six months after candidacy approval.

## EXAMINATION OPTIONS

The Advanced CCHP examination is administered at each NCCHC conference and at Prometric test centers throughout the country.

NCCHC also offers the CCHP-A exam online with live remote proctors through Prometric. Participants can take the exam from their home or office, subject to Prometric requirements, at a date and time he or she selects. The online exam requires internet access, a laptop or PC and a web camera. Additional information is posted at [www.ncchc.org/online-exams](http://www.ncchc.org/online-exams). Prior to beginning the exam, candidates will need to complete a system test.

## DEVELOPMENT & GRADING OF THE EXAMINATION

The Advanced CCHP examination is developed and graded by the CCHP Board of Trustees. The examination is graded on a pass/fail basis. There are eight essay questions; a candidate must receive an overall score of 70% in order to pass the exam.

## REPORTING OF RESULTS

Candidates will be notified of their test results by mail within one month of taking the examination. Test results will be released only to the candidate. Only a list of passing candidates will be published following each examination. No reference will be made to the names of candidates who have deferred taking the examination or have not attained a passing score.

## RE-EXAMINATION

If the candidate does not achieve a passing score on the CCHP-A examination, he or she will be allowed the opportunity to sit an additional time for the advanced examination as long as it is within one year of the original approval. If, after a second attempt, the candidate does not achieve a passing score, a new application will need to be submitted for review. A candidate who does not achieve a passing score automatically retains his or her CCHP status for one year.

## REFUND POLICY

The \$420 Advanced CCHP Status application fee is nonrefundable.

## CANCELLATION/RESCHEDULING/RETEST POLICY

Candidates must make and confirm all cancellations/changes through the website or direct contact with the entity registered with (NCCHC or Prometric). Candidates canceling or rescheduling less than 5 days before the exam date are responsible for the full reregistration fee. Prometric offers imposes reduced fees 5-29 days before the scheduled exam date and no fee for 30 days or more.

# SCOPE OF THE EXAMINATION

The CCHP Board of Trustees has identified seven major tasks that correctional health care professionals perform. These tasks involve issues of administration, safety and welfare, personnel, medical legal, health services, care and treatment, and special needs of an inmate population. Testing objectives have been written for each of these task areas and serve as the basis for the development of examination items. This study guide is an inclusive listing of the content areas of the CCHP-A examination.

- 1.0 To assess administrative needs and responsibilities and their application in correctional health care, a CCHP should be able to:
  - 1.1. Explain the principal responsibilities for the clinical decision-making, administrative decisions and management that occur in correctional facilities.
  - 1.2. Describe the administration of mental health services that are provided in a correctional setting.
  - 1.3. Differentiate, define and defend clinical and administrative responsibilities.
  - 1.4. Describe the principles and practices of medical autonomy in the correctional health care field.
  - 1.5. Describe and explain how health service activities should be reported and reviewed.
  - 1.6. Describe how quality of care problems are (or should be) presented for review and/or follow-up in a correctional setting.
  - 1.7. Explain the issues and problems relating to policies and procedures in correctional health care management.
  - 1.8. Describe a quality improvement program: implementation of orders; treatment plans; completeness and legibility of medical record entries; medication administration; deaths; emergencies; inpatient hospital utilization; specialty referrals; grievances; and infirmary care.
  - 1.9. Describe the concept and principle of a peer review program for correctional health professionals.
  - 1.10. Describe the concepts, policies and practices of sharing health-related information about an inmate with correctional staff; and obtaining input from and/or consultation with mental health and health staff regarding admission, housing, program assignments, disciplinary measures or transfers involving inmates with significant medical, psychiatric or other special needs.
  - 1.11. Describe policies and practices in notifying an inmate's next of kin or the local authorities in the event of serious illness, psychiatric emergency, injury or death.
  - 1.12. Differentiate or describe health care delivery systems between commercial vendors and state/county/federal systems.
  
- 2.0 To assess the responsibilities and applications of safety and welfare in correctional health care, a CCHP should be able to:
  - 2.1. Describe the essential elements and assess a drill of the health care component of a correctional facility's disaster plan.
  - 2.2. Describe the essential elements in the general cleanliness, sanitation, fire, safety and health hazards of the housing, common and food service areas.
  - 2.3. Describe the need for a correctional facility to maintain first aid kits.
  - 2.4. Describe and explain the concepts and principles of hygienic food preparation and storage.

## SCOPE OF THE EXAMINATION

- 3.0 To assess the personnel requirements in a correctional health care setting, a CCHP should be able to:
  - 3.1. Describe the elements of an initial orientation of new personnel to the medical and security aspects of providing health care in a correctional setting.
  - 3.2. Describe the elements of an adequate and appropriate training program for correctional officers and health professionals with regard to first aid, cardiopulmonary resuscitation (CPR), medication administration and suicide prevention.
  - 3.3. Describe the essential elements in post and shift-specific job descriptions for a correctional health care staff position.
  - 3.4. Describe the role and function of correctional liaison staff.
  - 3.5. Describe the principles and concepts of appropriate health care staffing levels.
  - 3.6. Explain and defend the policy of prohibiting inmate workers from being utilized as health care workers in a correctional facility.
  
- 4.0 To assess the medical-legal issues in correctional health care, a CCHP should be able to:
  - 4.1. Describe and defend the concepts and principles related to correctional health care personnel maintaining a therapeutic patient relationship.
  - 4.2. Explain the principles, practice and utilization that relate to standing orders and treatment protocols in correctional health care facilities.
  - 4.3. Explain the principle and practice of direct medical orders in a correctional health care facility.
  - 4.4. Explain the concept and principle of a smoking abatement policy in a correctional facility.
  - 4.5. Explain the principles governing medical records with regard to accessibility, documentation, legibility, provider credentials, dates, times, detail, confidentiality, transfer and retention.
  - 4.6. Explain the principle of informed consent and the inmate's right to refuse medical care.
  - 4.7. Explain the policy and practice under which medical and/or behavioral research may be performed in a correctional facility.
  - 4.8. Explain, in layman's language, how the constitutional prohibition against cruel and unusual punishment may be applied to prisoner-instituted court cases.
  - 4.9. Offer an explanation as to why a prisoner's own voluntary act of suicide may be the responsibility of the prison or jail administration.
  - 4.10. Demonstrate an understanding of the term "class action" as used in prisoner lawsuits, as differentiated from a single inmate's malpractice suit against a health care provider.
  - 4.11. Explain or provide examples of how a court may "balance the needs" of a facility for security against those of an inmate for health care services

## SCOPE OF THE EXAMINATION

- 5.0 To assess health care services that should be available in a correctional setting, a CCHP should be able to:
  - 5.1. Identify the health care equipment, supplies, and publications that generally should be found in a correctional facility.
  - 5.2. Describe the necessary agreements or other arrangements for a correctional health care clinic with respect to providing pharmaceutical, laboratory and diagnostic services.
  - 5.3. Describe the elements needed to provide inpatient medical and psychiatric care.
  - 5.4. Describe appropriate practices for managing pharmaceuticals.
  
- 6.0 To assess the care and treatment services for an inmate population, a CCHP should:
  - 6.1. Describe the policy and practice elements of receiving screening with regard to the receiving screening form, completion of the screening, and medical clearance into the correctional facility.
  - 6.2. Describe procedures for ensuring inmate access to treatment.
  - 6.3. Explain the scope, documentation and scheduling of health assessments in various correctional settings.
  - 6.4. Explain the scope, documentation and scheduling of the mental health evaluation in correctional settings.
  - 6.5. Explain the scope, documentation and scheduling of the dental evaluation in correctional settings.
  - 6.6. Describe the principles and elements in providing the inmate population non-emergency medical care with regard to requests, triage, level of care, sick call and referral.
  - 6.7. Describe the principles and practices of an infection control program in a correctional facility with regard to issues such as disease screening and prevention, precautions and disinfection, sanitation procedures, aseptic techniques, availability of inoculations and immunizations and ongoing infection control procedures.
  - 6.8. Describe the principles and practices of health promotion in a correctional setting including such topics as: preventive health care, drug and alcohol abuse, AIDS, pregnancy and newborn care, first aid and motivational techniques.
  - 6.9. Describe practices that help to provide continuity of care for the inmate population upon referral and discharge from a correctional facility.
  - 6.10. Describe policies and procedures that ensure appropriate emergency services for response to different types of emergencies and mass disasters.
  - 6.11. Describe policies and practices that represent appropriate ectoparasite control in a correctional facility.

## SCOPE OF THE EXAMINATION

- 7.0 To assess specialized health needs for an inmate population, a CCHP should be able to:
  - 7.1. Describe the therapeutic dietary needs of inmates.
  - 7.2. Explain the exercise needs of inmates.
  - 7.3. List requirements for personal hygiene for inmates.
  - 7.4. Explain the requirements for health evaluation of inmates in segregation.
  - 7.5. Explain the requirements for inmates who are intoxicated or in withdrawal at the time of admission prior to their safe housing in population.
  - 7.6. Describe the policy and practices of detoxification and chemical dependency programs in a correctional facility.
  - 7.7. Describe practices that would ensure that inmates with communicable diseases are appropriately isolated from the remainder of the facility's population.
  - 7.8. Explain the policies and practices that would provide for adequate infirmary care in a correctional facility.
  - 7.9. Describe the policies and practices that would ensure the care, appropriate evaluation and treatment of special needs conditions or special needs populations.
  - 7.10. Describe the policy and practice regarding post-release referrals and special needs treatment planning.
  - 7.11. Describe policies and practices that provide for the medical and mental health evaluation and treatment of any inmate who alleges that a sexual assault has been perpetrated on him/her while incarcerated.
  - 7.12. Describe the policies and practices that safeguard the use of medical restraints.
  - 7.13. Describe policies and practices regarding the health needs of pregnant inmates.
  - 7.14. Describe policies and practices that allow medical and dental prostheses to be supplied when an inmate's health would be adversely affected.
  - 7.15. Describe the policy and practice regarding appropriate use of forced psychotropic medication in a correctional setting.

# ABOUT THE NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE

The National Commission on Correctional Health Care (NCCHC) is a not-for-profit (c)(3) organization working to improve the quality of care in our nation's jails, prisons and juvenile detention and confinement facilities.

NCCHC offers a wide range of services and programs designed to help correctional health care systems provide efficient, quality health care.

In addition to the CCHP program, NCCHC establishes standards for health services in correctional facilities; operates a voluntary accreditation program for institutions that meet these standards; produces and disseminates resource publications; provides technical assistance; offers a quality review program; and conducts educational trainings and conferences. NCCHC is supported by national organizations representing the fields of health, law, and corrections. Each of these organizations has named a representative to the NCCHC Board of Directors.

## SUPPORTING ORGANIZATIONS

Academy of Correctional Health Professionals

Academy of Nutrition and Dietetics

American Academy of Child and Adolescent Psychiatry

American Academy of Family Physicians

American Academy of PAs

American Academy of Pediatrics

American Academy of Psychiatry and the Law

American Association of Nurse Practitioners

American Bar Association

American College of Correctional Physicians

American College of Emergency Physicians

American College of Healthcare Executives

American College of Obstetricians and Gynecologists

American College of Physicians

American College of Preventive Medicine

American Counseling Association

American Dental Association

American Health Information Management Association

American Jail Association

American Medical Association

American Nurses Association

American Osteopathic Association

American Pharmacists Association

American Psychiatric Association

American Psychological Association

American Public Health Association

American Society of Addiction Medicine

National Association of Counties

National Association of Social Workers

National Medical Association

National Sheriffs' Association

Society for Adolescent Health and Medicine

## ADVANCED CCHP STATUS EXAMINATION REFERENCE LIST

As a means of helping you achieve advanced certification, the CCHP Board of Trustees has recommended the following publications as study materials:

- Standards for Health Services in Prisons
- Standards for Health Services in Jails
- Standards for Health Services in Juvenile Detention and Confinement Facilities
- Correctional Health Care: Guidelines for the Management of an Adequate Delivery System

It is strongly recommended that you obtain these materials in order to improve examination performance. Although the difference between prison and jail health care delivery is significant, there is much overlap in the current editions of the jail and prison standards, so you might consider purchasing only one of these publications. All of the study materials are available from NCCHC and may be purchased individually or as a set. Several reference sets are available at discounted prices. Refer to the latest NCCHC publications catalog or the NCCHC Web site ([www.ncchc.org](http://www.ncchc.org))

# ADVANCED CCHP APPLICATION INFORMATION

This application is the first step in the two-part process of attaining advanced certification. Your completed application will be reviewed by the CCHP Board of Trustees and evaluated on the criteria described below.

The application screening process is extremely rigorous, and for that reason you should include all relevant information. Do not assume any detail is inconsequential if it adds to your overall professionalism and contribution to the field. It is better to provide too much information than to omit necessary information.

The CCHP-A application is divided into four categories: Education and Training, Employment, Contributions to Profession, and CCHP Performance/Quality of Application. Applicants must place the completed application in a three-ring binder with individual tabs for each of these sections. Supporting documentation, e.g., license, diploma, certificates, must be provided whenever applicable. Provided in this packet is a cover sheet for each section; all supporting documentation should be placed behind the appropriate tab. Below is a description of each section and how it is evaluated.

## EDUCATION AND TRAINING

This category is evaluated relative to the level of attainment expected of individuals in the applicant's discipline or profession. A maximum score of 25 points is possible in this category; a score of 15 points is required to pass this criterion.

### A. Formal Education

List and document all formal education, including advanced degrees or degrees in progress, special concentrations and minors.

### B. Licenses and Certificates

List and document all state-required licenses and any additional certifications, eg, RN, RNC or PA-C.

### C. Job-Related Skills and Techniques

List and document any special skills relevant to your position, eg, CPR, EMT or BLS.

### D. Continuing Education

List and document all relevant continuing education activity, including attendance as a participant or presenter at any local, state or national conferences. As all CCHPs are required to submit 18 hours of CEUs annually, additional points will be awarded for hours above 18.

## EMPLOYMENT

This category considers seniority in the health or health-related profession as well as the number of years devoted to that profession in correctional settings. A minimum of three years is required. Responsibilities, achievements and recognition are evaluated relative to expectations for a person employed at the candidate's level. For example, it is recognized that the director of health care for a large Department of Corrections will be much more visible and have more opportunities to make a broad impact than someone who is at a small jail. Therefore, achievements will be evaluated relative to the candidate's level and work environment. A maximum score of 25 points is possible in this category; a score of 15 points is required to pass this criterion.

### A. Time Spent in Health Care Profession

This category recognizes time spent in a health or health-related field. List all full-time, part-time and consulting work.

### B. Portion of Career Devoted to Correctional Health Care

This category recognizes the time spent in the correctional setting. List all full-time, part-time and consulting work.

### C. Responsibilities

List all responsibilities, including clinical, administrative and other. Also cite examples of initiative, leadership or above average responsibility.

### D. Professional Achievement

This category recognizes the candidate's accomplishments and achievements. This includes special projects or programs the applicant created or implemented that had a significant impact on the DOC or department, eg, the development of a major inmate patient education program, a special staffing study that resulted in cost containment and improved patient services, or implementation of a successful suicide prevention plan. List and describe concrete contributions.

### E. Recognition

This category highlights special recognition or awards. List any institutional, local, state or national awards received, eg, recognition from professional associations, Employee of the Month, etc. Some letters or commendations praising candidates for specific accomplishments will be considered.

## CONTRIBUTION TO PROFESSION

This category considers involvement and service to the profession. As always, the level of activity will be evaluated relative to the particular job. For example, a nurse or physician assistant may receive as many points for working on a grievance board within an institution as a hospital administrator does for service to a regional organization. A maximum of 15 points is possible in this category; a score of 9 points is required to pass this criteria.

### A. Membership in Professional Organizations

This category recognizes membership in relevant professional organizations, such as AMA, ANA or employee unions. Level of activity within these organizations will be considered in the next category.

### B. Service to Profession

This category recognizes the level of commitment and dedication to the profession. It can include serving on committees, holding offices, reviewing manuscripts for peer-reviewed publications and serving on boards. The applicant need not belong to formal organizations to achieve points in this area as long as contributions can be documented. Relevant volunteer work may also be included.

### C. Scholarship and Teaching

This category recognizes service to the profession and field through scholarship and training activities appropriate to the applicant's job. Applicants will be evaluated relative to the expectations of each position and the opportunities afforded. Much more is expected from academics than from people whose primary positions are in health care delivery.

## CCHP PERFORMANCE/QUALITY OF APPLICATION

This category considers the care with which the application has been prepared, the nature of the written recommendations, and the applicant's tenure as a CCHP. A maximum score of 20 points is possible within this category; a score of 9 points is required to pass this criterion.

A. Years of Tenure as a CCHP

This category gives credit for tenure beyond the minimum needed to qualify for Advanced status. Provide the year you became a CCHP.

B. CCHP Performance

This category recognizes the applicant's performance as a CCHP. Provide the number of CEUs you submitted in the most recent recertification period.

C. Quality of Application

This category recognizes the application with regard to its completeness, neatness, and the quality of its documentation.

D. Quality of Supporting Letters

This category recognizes the enthusiasm displayed by those who write letters supporting the applicant's candidacy. Letters must be sent directly to the CCHP Board of Trustees at 1145 W. Diversey Parkway, Chicago, IL 60614.

### CCHP-A Application Checklist:

- Completed application
  - Submitted by mail in a three-ring binder with appropriate tabsOR
  - Sent by email to [CCHP@ncchc.org](mailto:CCHP@ncchc.org) with each section as a different attachment.
- Application fee of \$420; make checks payable to NCCHC.
- Three letters of recommendation sent directly to the CCHP Board of Trustees (mail or email to [CCHP@ncchc.org](mailto:CCHP@ncchc.org).)

Return to:  
NCCHC 1145 W. Diversey Parkway Chicago, IL 60614 [CCHP@ncchc.org](mailto:CCHP@ncchc.org)

# ADVANCED CCHP APPLICATION

*All information in this document will be treated as confidential.*

Read all instructions carefully before completing this form. Please type.

1. Name: \_\_\_\_\_ Degree(s) \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

3. Daytime Telephone: \_\_\_\_\_

4. Affiliation/Employer: \_\_\_\_\_

5. Job Title: \_\_\_\_\_

The completed application must be assembled in a three-ring binder with individual tabs for each section or sent by email with each section as a different attachment to [CCHP@ncchc.org](mailto:CCHP@ncchc.org).

If sent in a three-ring binder, this page should appear as the first page of the application. Each of the following pages should be used as the first page of each tab. The first tab should contain the Education and Training section; the second should contain Employment information; the third should contain Contributions to Profession, and the last should contain CCHP Performance.

You may choose to type your responses in the space provided on the application, or you may recreate the form on a computer.

A completed application for CCHP-A includes the completed application, three letters of recommendation mailed directly to the CCHP Board of Trustees, and a check for \$420 made out to NCCHC.

## DOCUMENTATION FOR EDUCATION AND TRAINING: TAB 1

### A. Formal Education

List all educational degrees. Give date, degree and name of institution.

### B. Licenses and Certifications

List all practitioner certifications or registrations (eg, RN, LPN, PA, EMT). If none are required the applicant will receive an average score.

### C. Job-Related Skills and Techniques

List all other certifications (eg, CPR, BLS, ACLS).

### D. Continuing Education

List continuing education activity, including attendance as a participant or presenter at any local, state or national conferences. Please include name, sponsoring organization and date.

## DOCUMENTATION FOR EMPLOYMENT: TAB 2

### A. Time Spent in the Health Care Profession

List work experience in health care including years, place and title. List most recent experience first.

### B. Portion of Career Devoted to Correctional Health Care

List work experience in correctional health care. Provide years, place and title. List most recent experience first.

### C. Responsibilities

Provide a description of each work experience listed above in A and B.

### D. Professional Achievement

List professional achievements. For example, describe a special project or program that you created or implemented that had a significant impact.

### E. Recognition

List any institutional, local, state or national awards that you have received, eg, recognition from professional association, Employee of the Month, etc. Letters or commendations praising candidates for specific accomplishments will be considered.

A. Membership in Professional Organizations

List any memberships in professional organizations including years of participation.

B. Service to Profession

List services including committee work, leadership positions and any other relevant activities in the work place or community.

C. Scholarship and Teaching

List scholarship or training activities that reflect service to the profession and field. Give the year, title of course/publication and the institution/publisher.

A. Tenure as CCHP

Provide year of initial certification.

B. CCHP Performance

Provide score on initial exam and number of CEUs submitted last year.

C. Quality of Application

Application should be typed, neat and complete. All supporting documentation should be on 8 1/2 x 11 paper and filed behind the appropriate tab. Do not send originals. Materials will not be returned.

D. Quality of Supporting Letters

Three letters of recommendation must be sent directly to the CCHP Board of Trustees, CCHP-A Review Committee, 1145 W. Diversey Parkway, Chicago, IL 60614 or by email to CCHP@ncchc.org.

These letters must contain:

1. A description of the professional relationship with the applicant.
2. The length of time the person has known the applicant.
3. A characterization of the applicant's professionalism, experience and capabilities.
4. Any other special achievements or information that the Trustees should consider.

## APPLICATION STATEMENT

I understand that certification depends on successfully completing all specified program requirements, including but not limited to application, investigation, and examination.

By signing this application, I verify (1) that the information I have provided in this application is true, accurate, and complete; (2) that I have read and understand the eligibility requirements for certification; (3) and that I meet the eligibility requirements for certification. I authorize the NCCHC and /or CCHP Board to make any inquiries and investigations deemed necessary to verify my credentials, professional standing, and character and fitness.

I understand that any false statement or misrepresentation that I may make during the application or examination process may result in my being barred from taking the examination, invalidation of the results of my examination, denial or revocation of certification or other appropriate action, as determined by NCCHC and/or the CCHP Board.

If certification is granted, I further understand that I must maintain eligibility for certification throughout the entire period of certification and that I have a continuing obligation to notify NCCHC and/or the CCHP Board of Trustees if my eligibility changes at any time before, during or after the application and examination process. Failure to do so may result in denial or revocation of certification or other appropriate action, as determined by NCCHC and/or the CCHP Board.

I hereby indemnify and hold harmless the NCCHC and CCHP Board of Trustees, and their respective officers, directors, employees, and agents, from any or all liability, loss, or damage that may result from denial of my application for certification, failure to successfully pass the examination, and/or denial or revocation of certification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return by traceable service to:

NCCHC

1145 W. Diversey Parkway

Chicago, IL 60614

Email: CCHP@ncchc.org



The Certified Correctional Health Professional (CCHP) program is sponsored by the National Commission on Correctional Health Care.



**NATIONAL COMMISSION  
ON CORRECTIONAL HEALTH CARE**

National Commission on Correctional Health Care  
1145 W. Diversey Parkway • Chicago, Illinois 60614  
Phone: (773) 880-1460 • Fax: (773) 880-2424

[CCHP@ncchc.org](mailto:CCHP@ncchc.org)  
[www.NCCHC.org](http://www.NCCHC.org)