



# Candidate

## Handbook

September 2022

**CPH** Certified<sup>in</sup>  
Public Health

# Table of Contents

<b><i>NBPHE OVERVIEW</i></b> .....	<b>3</b>
Exam Eligibility .....	4
Exam Registration .....	5
Exam Information.....	6
Exam Timeline .....	7
Exam Content Areas .....	7
Exam Fees .....	8
Testing Agency .....	8
Nondiscrimination Policy .....	8
Scheduling.....	8
Rescheduling an Examination .....	9
Missed Appointments and Forfeitures .....	9
Testing Options .....	10
<b><i>EXAM FAQs</i></b> .....	<b>15</b>
Candidate Comments and Evaluation.....	15
Following the examination .....	15
Scores cancelled by NBPHE or Measure Learning .....	15
Missed Appointments and Forfeitures .....	15
Inclement Weather, Power Failure or Emergency.....	15
Confidentiality.....	15
Special Arrangements for Candidates with Disabilities .....	16
<b><i>REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS</i></b> .....	<b>17</b>
<b><i>DOCUMENTATION OF DISABILITY- RELATED NEEDS</i></b> .....	<b>18</b>
<b><i>RESULTS</i></b> .....	<b>19</b>
<b><i>QUESTIONS ABOUT CREDENTIALING</i></b> .....	<b>20</b>
<b><i>CPH DISCOUNT GROUPS</i></b> .....	<b>21</b>
<b><i>CPH BOOK CLUB</i></b> .....	<b>22</b>
<b><i>CPH RECERTIFICATION</i></b> .....	<b>22</b>
Digital Badging .....	22
Professional Development.....	23
<b><i>CODE OF ETHICS OF THE NBPHE</i></b> .....	<b>24</b>
<b><i>CERTIFICATE</i></b> .....	<b>26</b>
<b><i>CPH CERTIFICATE FRAMES AND GIFTS</i></b> .....	<b>27</b>
<b><i>CPH MERCHANDISE</i></b> .....	<b>29</b>
<b><i>PRESS RELEASE</i></b> .....	<b>30</b>
<b><i>REVOCATION OF CERTIFIED IN PUBLIC HEALTH CREDENTIAL</i></b> .....	<b>31</b>



## NBPHE OVERVIEW

The Certified in Public Health (CPH) credential is administered by the National Board of Public Health Examiners (NBPHE). It was established to ensure that public health professionals have mastered knowledge and skills relevant to public health. The co-founding organizations are:

- American Public Health Association
- Association of Prevention Teaching and Research
- Association of Schools and Programs of Public Health
- Association of State and Territorial Health Officials
- National Association of County and City Health Officials

The CPH exam is administered year-round through live online-proctored examinations and at computer-based testing centers. To date, **over 11,000** individuals have taken the CPH exam. We wish you luck on the examination process and look forward to having you join the CPH community!

## Exam Eligibility

Eligibility categories are found below. Candidates who apply but are found to be not eligible may apply for a full refund of their application fees. Once approved, no refunds are available. Once your application is approved, your eligibility is permanent. There is no deadline by which candidates need to take the CPH exam.

 <p><b>Students</b></p>	<p><b>Council on Education for Public Health (CEPH) accredited* or CEPH applicant **</b></p> <p>Based on its implementation of coursework relevant to the CEPH foundational competencies, each CEPH-accredited graduate school or program will identify students eligible to take the examination for certification in public health.</p> <p>Candidates who pass the exam under this eligibility criteria will be provisionally certified until graduation. Following confirmation of their graduation, they will be Certified in Public Health (CPH).</p>
 <p><b>Alumni</b></p>	<p><b>CEPH accredited * or CEPH applicant **</b></p> <p>Completed all degree requirements for a Master's or Doctoral level degree.</p>
 <p><b>Public Health Work Experience</b></p>	<p>Individuals who have:</p> <ul style="list-style-type: none"><li>• at least a bachelor's degree and at least five years' public health work experience</li><li>OR</li><li>• at least a master's degree and at least three years' public health work experience</li></ul> <p>will be eligible to take the CPH exam.</p> <p>Applications will be reviewed based on public health work experience, indicating the scope of foundational knowledge that has been acquired based on the <b>ten essential public health services</b>.</p>

*\*The **Council on Education for Public Health (CEPH)** is an independent agency which accredits schools and programs of public health offered in settings other than schools of public health. See the list of schools and programs accredited by CEPH by visiting [www.ceph.org](http://www.ceph.org).*



*\*\*Students who pass the exam under this eligibility criteria will be provisionally certified until graduation AND the school/program has achieved full CEPH accreditation status within three years of candidate graduation. Alumni will be provisionally certified until school/program has achieved full CEPH accreditation status within three years of candidate graduation. If the school/program is not accredited within three years of graduation for students and alumni, passing candidates may be eligible to be certified after having earned five years' work experience in public health.*

## Exam Registration

You must register online at <https://www.nbphe.org/apply-now/>. The online registration will guide you through the process.

### **Registering for the examination as a student and alumni:**

You may complete the online registration (including payment); however, you will not be allowed to schedule an examination appointment until your educational program has electronically confirmed your eligibility as a student or alumni. Once NBPHE receives your educational verification, you will be sent an email indicating you may schedule an examination appointment along with scheduling instructions.

### **Registering for the examination under public health work experience:**

You may complete the online registration at <https://www.nbphe.org/apply-now/>; however, you will not be allowed to schedule an examination appointment until your application is approved. Approval requires evidence that your public health experience aligns with the ten essential public health services and receipt of a student transcript and a resume. Once the NBPHE has approved your application, you will receive an email indicating that you may schedule an examination appointment along with scheduling instructions.



## Exam Information

**The exam is a four hour 200-item test.** The questions are often described as single best answer, multiple-choice questions. Because candidates cannot use a calculator, the questions do not require complex calculations. Scratch paper is allowed for simple calculations. The questions test general comprehension and knowledge of the domain areas.

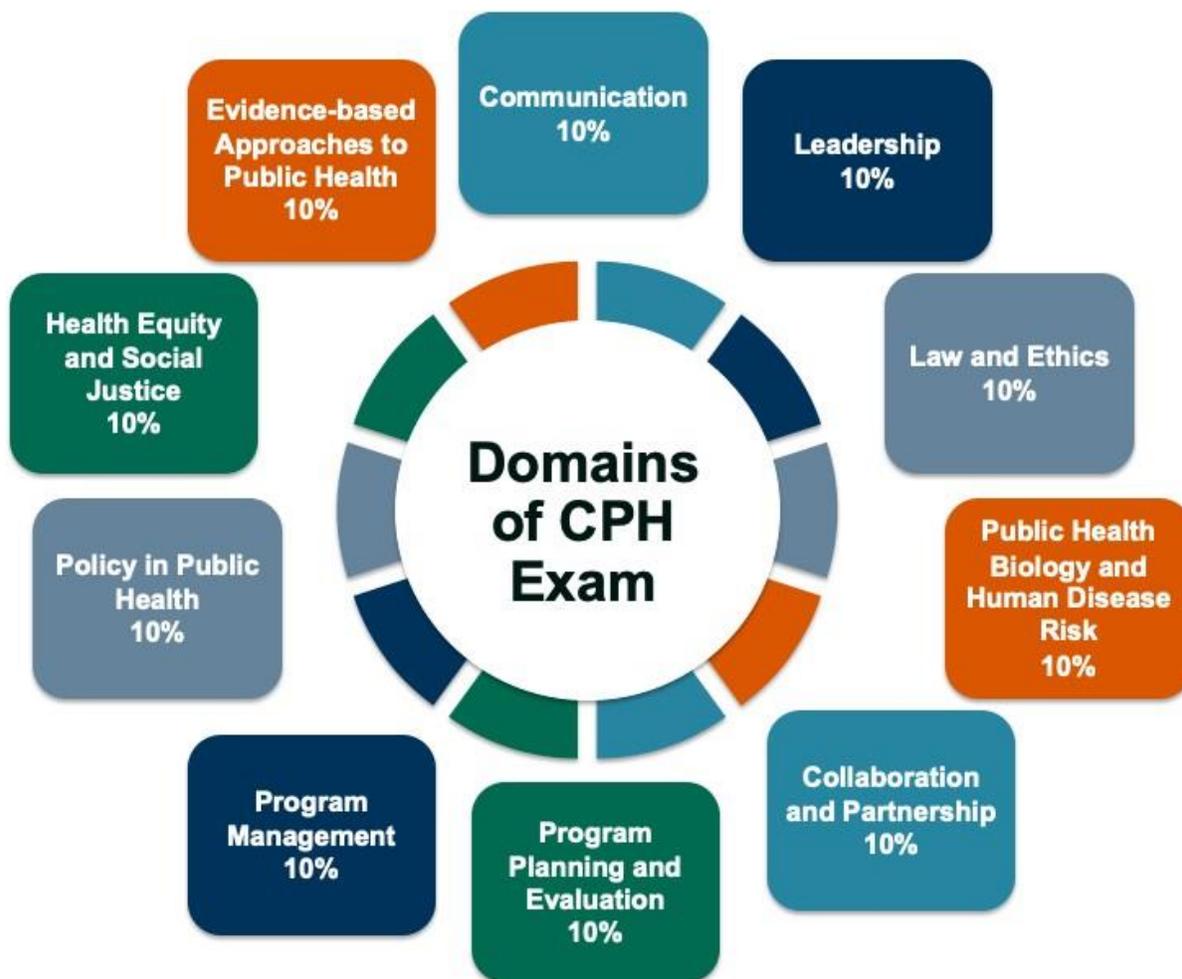
The CPH examination consists of 175 scored questions and includes an additional 25 pretest questions. You will be asked to answer the pretest questions; however, they will not be included in your overall exam score. Pretest questions will be disbursed within the examination, and you will not be able to determine which of the questions are being pretested and which will be included in your score. This is necessary to ensure that candidates answer pretest questions in the same manner as they do scored questions. This allows the question to be validated as accurate and appropriate before it is included as a measure of candidate competency.

## Exam Timeline

The CPH is given **all year round at computer-based testing centers and by live online proctor**. For more information about the timeline, visit [NBPHE.org/cph-exam-faqs](https://www.nbphe.org/cph-exam-faqs).

## Exam Content Areas

The CPH exam has ten domain areas; a detailed list and description of the topics within each domain area can be found at <https://www.nbphe.org/cph-content-outline/>.



## Exam Fees

**The regular fee for the exam is \$385.**

Organizations, schools, and programs of public health and sponsoring employers can also sign up to participate in a bulk discount program which reduces the price to either \$315 or \$250.

Candidates who do not pass the CPH examination may schedule additional attempts. Retake fees are \$150.00 for each subsequent attempt.

There is no fee to reschedule the examination appointment as long as the appointment is rescheduled more than two business days prior to the scheduled appointment. Candidates who wish to reschedule their exam within two business days of their scheduled appointment must wait until after their examination date has passed and then pay a \$150 retake fee.

Candidates may submit payment by credit card (VISA, MasterCard, Discover or American Express). Candidates who need to submit payment by check or money order should contact NBPHE staff at [info@nbphe.org](mailto:info@nbphe.org). **The exam registration fees are not refundable or transferrable.**

## Testing Agency

NBPHE testing partner, Meazure Learning, is a leader in the testing industry, offering certification, licensing, and academic assessment solutions worldwide.

## Nondiscrimination Policy

Meazure Learning does not discriminate among candidates on the basis of age, race, sex, sexual orientation, gender identity, religion, national origin, ethnicity, disability, or marital status.

## Scheduling

Meazure Learning will send you a Notice to Schedule (NTS) via email, which will give you a username, password, and any additional information you need to schedule your testing appointment. Two test administration options are available: local test centers and live online proctoring (LOP). For LOP, you will test from your own computer rather than going to a local test center. With LOP, your exam

## Study Resources

The following study resources are available for CPH exam preparation:

- **CPH Webinars**
- **CPH Content Outline**
- **Practice Exams**
- **Sample Questions**
- **ASPPH CPH Study Guide**
- **APHA CPH Exam Review Guide**
- **Springer CPH Q&A Exam Review**
- **CPH in-person review sessions**

**For more information, visit**

**[NBPHE.org/cph-study-resources](https://nbphe.org/cph-study-resources).**

### **DISCLAIMER:**

*These prep materials are developed independently from the National Board of Public Health Examiners. They may not represent the exact content on the CPH exam. They are intended to be used as reinforcement for what you have already learned. These materials are not required, endorsed, recommended, or approved by the National Board of Public Health Examiners.*

administration will be monitored remotely by a proctor contracted by NBPHE’s testing vendor Meazure Learning. Reliable Internet connection and specific equipment are required for testing by LOP. You will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days before your preferred test date.

Most testing centers will have morning and afternoon testing sessions available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on test center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. You will be notified of the exact test location, date, and time via email. You must bring your printed email confirmation with you to the test site. An email reminder will be issued to eligible candidates who have not yet completed test scheduling. For questions regarding examination registration, please contact Meazure Learning Candidate Support (919-572-6880 or [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com)).

## Rescheduling an Examination

You may cancel or reschedule a testing session up to two (2) business days at an in-person Meazure Learning site or 24 hours for Live-Online Proctoring before your testing appointment through the online scheduling system. Absence from your testing appointment will be consider a no-show and your entire testing fee will be forfeited.

There are no rescheduling fees for appointment moved prior to 10 days before your testing appointment. A \$15 nonrefundable fee will apply when you reschedule your exam appointment less than 10 days ahead of your appointment for tests at an in-person Meazure Learning site.

Day of Testing Appointment	Must Reschedule/ Cancel By
Monday	end of day Saturday
Tuesday	end of day Sunday
Wednesday	end of day Monday
Thursday	end of day Tuesday
Friday	end of day Wednesday
Saturday	end of day Thursday
Sunday	end of day Friday

## Missed Appointments and Forfeitures

You will forfeit the examination registration fees under the following circumstances:

- Failure to reschedule at least 2 days at an in-person Meazure Learning site and 24 hours for Live-Online Proctoring before the scheduled testing session.
- Failure to report for an examination appointment.

Candidates who missed their appointment will be required to pay a \$150 retake fee before scheduling another appointment.

# Testing Options

## Live Online Proctoring

All candidates are able to test via live online proctoring. Live online proctoring allows candidates to take the exam from their own computer. Live online proctoring is available 24 hours a day, 7 days a week, all year long. **NOTE:** During your LOP session, the proctor will log in remotely onto your personal computer.

You must confirm the following technical and physical requirements before sitting for your exam:

- Private room with a clean desk surface, void of people, paper, and disruptions
- You must use a computer with admin access
- You must download the \*ProctorU Extension for your browser in advance.

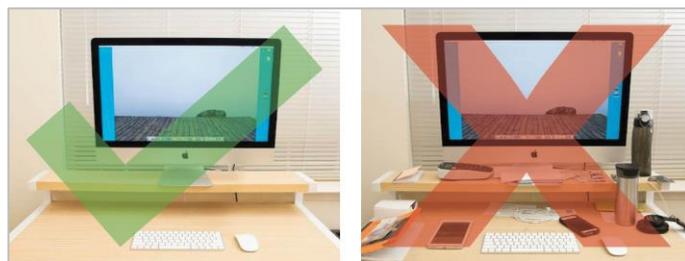
TYPE	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
Browser Compatibility	<a href="#">Mozilla Firefox</a>	<a href="#">Google Chrome</a>
*ProctorU Extension	<a href="#">Mozilla Firefox Extension</a>	<a href="#">Google Chrome Extension</a>
Internet Connection	Wi-Fi Connection	Wired Connection
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
Webcam	640x480 Resolution	1280x720 Resolution
Microphone	Functioning Mic (some webcams have built-in mics)	Functioning Mic (some webcams have built-in mics)
Speakers	Working speakers connected to your device	Working speakers connected to your device
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
CPU	More than 2 core CPU less than 85% CPU Usage	More than 4 core CPU less than 50% CPU Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above

TYPE	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
PC Users	Windows 8	Windows 10 (Windows 10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
<p><b>MacOS X Catalina Users:</b> Apple increased security features with the release of OS X Catalina. Avoid technical issues during your exam session by enabling screen recordings. <a href="#">Watch the Step-by-Step Tutorial</a> or <a href="#">Read the Instructions</a>.</p>		

**The following items are not supported:** Tablets, Chromebooks, smart phones, Microsoft Edge browser, Linux operating systems, Microsoft Windows 10 in S mode, Microsoft Surface RT, Computers running within virtual machines, Development previews, beta builds, test versions, or inactive version of Windows.

After reviewing the requirements LOP technical requirements above, [Click Here to Log Into ProctorU to Test Your Equipment](#). Also, learn [What to Expect During your Proctored Exam](#).

Standard Rules
• Alone in a private, well-lit room
• Have government-issued photo ID ready (current driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card)
• Clear desk and area
• Connected to a power source
• Close all third-party programs
• Disable or remove any other proctoring extensions before exam
• Water in a clear glass or clear water bottle is allowed
• No phones or headphones
• No dual monitors
• No leaving seat
• No talking
• No non-religious head coverings
• Webcam, speakers, and microphone must remain on throughout the test



By taking this exam via LOP, you are attesting that you understand that your examination session, including video, is recorded, and may be saved for up to one year. The recordings will be deleted no later than one year after the exam date. By agreeing to take this exam, you agree to have your examination session recorded and reviewed by the testing agency and testing program owners.

The use of 2 blank sheets of scratch paper is permitted during the exam.

The use of the online calculator built into the exam system is permitted; however, the use of a handheld calculator is not permitted.

Restroom breaks are permitted during the exam. If a break is taken, you will need to complete a room pan again upon returning to the computer. No additional time will be added to the exam timer.

A room scan will be required before the exam can begin. Please be sure that your webcam can be rotated to view the entire room and workspace.

You may begin to access your exam no more than 15 minutes before your scheduled exam time.

### **Admission Requirements – Live Online Proctoring**

- Bring a current, government-issued photo identification with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- Original documents are required.
- Your first and last name on this notice must match the first and last name on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name listed on your government-issued photo ID, the same last names must be reflected on the confirmation email.
- If you have a hyphenated last name, it must be hyphenated on both the identification and on this notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to Meazure Learning at least one week prior to your testing appointment if needed.

See additional information for Live Online Proctoring and the [Online Tutorial](#).

### **Computer-Based Testing Centers**

Meazure Learning testing centers where you can take the exam are located throughout the US and in over 100 other countries. CPH examinations can be scheduled Monday-Friday in the morning and afternoon and at some test centers on Saturdays all year long except for some US holidays. [Click here to Search for Testing Sites](#).

You will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days before your preferred test date. Most testing centers will have morning and afternoon testing sessions available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. You will be notified of the exact test location, date, and time via email. You must bring your printed email confirmation with you to the test site.

Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

- Bring a current, government-issued photo identification with signature (driver's license,

immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.

- Original documents are required.
- Your first and last name on this notice must match the first and last name on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name listed on your government-issued photo ID, the same last names must be reflected on the confirmation email.
- If you have a hyphenated last name, it must be hyphenated on both the identification and on this notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to Measure Learning at least one week prior to your testing appointment if needed.

### **General Instructions**

- Personal items will NOT be allowed in the exam room and must be left outside of the exam room.
- Cell phones are NOT permitted.
- Smoking is NOT permitted.
- Food and beverages are NOT allowed in the exam area.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back into your examination. If this occurs, inform the proctor that your connection has been lost and they will assist you in logging back into your exam. Upon logging back into the exam, you will resume at the first unanswered question. Your exam time remaining will be exactly the same as it was when the internet connection was lost. Even though internet connections are secure, candidates are strictly prohibited from attempting to access any information, programs, or websites while testing.
- Friends and relatives, including children, will NOT be allowed in the room or at the test site.
- Candidates are strictly prohibited from attempting to access any outside information, programs, or websites while testing.

### **Prohibited Items**

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials.
- Notes, books, dictionaries, or language dictionaries.
- Bookbags or luggage.
- Purses or handbags.
- iPods, mp3 players, tablets, headphones, or pagers.
- Calculators, computers, PDAs, or other electronic devices with one or more memories.
- Personal writing utensils such as pencils, pens, and highlighters.
- Google and smart glasses (any glasses with electronics).
- Watches, smart devices, and other jewelry except wedding or engagement rings.
- Weapons.
- Medicine, including cough drops (except as expressly permitted in advance).

If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

## Timed Examination

Before beginning the exam, instructions for taking the examination are provided on-screen. [Review Measure Learning's Tutorial on taking standardized exams.](#)

You will have four hours to complete the examination. The examination will terminate if you exceed the time allowed. A digital clock will indicate the time remaining for you to complete the examination. The "Time" feature may be turned off during the examination.

You may take a short break during your examination. Time spent on this break does count towards your examination time.

No personal calculators are permitted during the exam period, but an on-screen calculator will be available during the exam.

Only one examination question is presented at a time and each question has four possible answer options. To choose a particular answer, click in the radio button (circle) next to the answer. You may move back and forth through the questions. Questions you are not sure about may be flagged. On the left-hand side of your screen, you will see a summary of the number of answered questions, unanswered questions, and flagged questions. You can click on the summary of each of these sections to review these subsets of questions.

When your examination is completed, the number of examination questions answered is reported. If not, all questions have been answered and there is time remaining, you may return to the examination and answer those questions. Be sure to provide an answer for each examination question before exiting the examination. There is no penalty for guessing.

[View Measure Learning's Testing Instructions/Tutorial](#) to see what to expect during your exam. Time spent reviewing the tutorial counts against your time so candidates should consider reviewing the tutorial prior to taking their exam.

DEMO USER Certified in Public Health (CPH) Sample Test [Submit Exam](#)

1 2 **3** 4 5 6 7 8 9 10 11

50 Not Answered  
0 Completed  
Flagged Questions  
Calculator  
Help  
Take a Break

Which of the following terms best describes the power of a local jurisdiction to independently regulate public health, safety, and welfare?

- unionism
- home rule
- preemption
- self-administration

# EXAM FAQs

## Candidate Comments and Evaluation

During the examination, you may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the “Time” button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report.

## Following the examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report.

## Scores cancelled by NBPHE or Meazure Learning

NBPHE and Meazure Learning are responsible for the validity and integrity of the scores it reports. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NBPHE and Meazure Learning reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

## Missed Appointments and Forfeitures

You will forfeit the examination registration fees under the following circumstances.

- Failure to reschedule at least 2 days before the scheduled testing session,
- You fail to report for an examination appointment. You will be marked as a no-show candidate and your entire testing fee will be forfeited.

Candidates who missed their appointment will be required to pay a \$150 retake fee before scheduling another appointment.

## Inclement Weather, Power Failure or Emergency

You may visit the [Closed Testing Centers Link](#) before the examination to determine if Meazure Learning has been advised that any Test Centers are closed. Meazure Learning will contact you by email and phone if a site closes and will work with you to reschedule your testing appointment. If you feel conditions in your area make it unsafe to travel to your testing center, please contact Meazure Learning as soon as you are able for instructions. Computer-based tests are delivered via secure Internet connections. Internet connections are subject to local Internet providers. While it is not the norm, Internet connections can on occasion be lost momentarily, requiring the proctor to log you back into your exam. If you lose your Internet connection, inform the proctor, who will assist you in logging back into your exam. Upon logging back into your exam, you will resume at the first unanswered question. Your exam time remaining will be exactly the same as it was when the Internet connection was lost.

## Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

## Special Arrangements for Candidates with Disabilities

Meazure Learning complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Meazure Learning will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at Meazure Learning-affiliated testing centers. Candidates with visual, sensory, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being assessed by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Requests for accommodation must be submitted no later than 30 days before the candidate's preferred testing date.



# REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

## Candidate Information

Candidate ID # \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Email Address

## Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

\_\_\_\_\_ Reader

\_\_\_\_\_ Extended testing time (time and a half)

\_\_\_\_\_ Reduced distraction environment

\_\_\_\_\_ Please specify below if other special accommodations are needed.

Comments: \_\_\_\_\_

### PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with NBPHE and Measure Learning staff my records and history as they relate to the requested accommodation.

Return this form to: [info@nbphe.org](mailto:info@nbphe.org)

If you have questions, call NBPHE at 202-296-3050 or [info@nbphe.org](mailto:info@nbphe.org).

# DOCUMENTATION OF DISABILITY- RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that NBPHE and Measure Learning are able to provide the required accommodations.

## Professional Documentation

I have known \_\_\_\_\_ since / / in my capacity as a  
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

Return this form to: [info@nbphe.org](mailto:info@nbphe.org)  
If you have questions, call NBPHE at 202-296-3050  
or [nfo@nbphe.org](mailto:nfo@nbphe.org).



## RESULTS

The NBPHE offers instant scoring for the computer-based examinations. Examinees testing at a physical testing center, will receive a print-out of their CPH score report before they leave the testing facility. Examinees testing via live remote proctoring are unable to print their score with ProctorU due to their strict security protocols, however if they need a copy of the score for their records, they can contact candidate support at 919-572-6880 or [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com). Usernames and passwords to access the CPH Portal will be sent by email to individuals who successfully pass the CPH exam once all examinees have tested for the month. CPH certificates and lapel pins will be mailed soon after.

Candidates are scored on their overall performance on the exam, not according to their performance in any given section. This means if a candidate does not do well in several content areas, they could still pass if performance was strong in other areas. Historically, between 75–85% of candidates pass the exam.

Schools and programs receive scores for each competency area on each student and alumni taking the exam, as well as overall comparisons of the school/program's pool with the entire pool of candidates.

Since the exam questions change with each administration, candidates who do not pass may take the exam as many times as they wish.

New exam questions (items) are developed each year by a diverse pool of item writers and a review committee meets to review the new items as well as each new exam as a whole. Candidates often describe the exam as “hard but fair.”



## **QUESTIONS ABOUT CREDENTIALING**

All questions and requests for information about the Certified in Public Health credential (CPH) should be directed to:

**National Board of Public Health Examiners**

**Phone:** 202-296-3050

**Email:** [info@nbphe.org](mailto:info@nbphe.org)

**Web:** [www.nbphe.org](http://www.nbphe.org)

# CPH DISCOUNT GROUPS

The organizations, schools, and programs that extend a discount for the CPH exam are listed below. Study materials are offered to these individuals at no additional cost. Some schools and programs offer vouchers for their students and/or alumni. To find out more about vouchers, visit [NBPHE.org/chi-fees-discounts/](https://www.nbphe.org/chi-fees-discounts/).

## The schools and programs currently requiring the exam are:

- Indiana University Richard M. Fairbanks School of Public Health **(\$250)**
- Northeastern University MPH Program **(\$250)**
- Oregon MPH Program - Oregon Health & Science University/Portland State University **(\$250)**
- Saint Louis University College for Public Health and Social Justice **(\$250)**
- Touro University California MPH Program **(\$250)**
- University of California, Irvine Program in Public Health **(\$250)**
- University of North Texas Health Science Center School of Public Health **(\$250)**
- University of Oklahoma Health Sciences Center College of Public Health **(\$250)**
- University of South Florida College of Public Health **(\$250)**
- University of Utah, School of Medicine, Division of Public Health **(\$250)**
- Washington University in St. Louis – Brown School Public Health Programs **(\$250)**

## In addition to the above, a number of other schools and programs have partnered with the NBPHE to offer a volume discount on the exam price:

- California State University, Northridge MPH Program in Community Health Education **(\$315)**
- Columbia University Mailman School of Public Health **(\$315)**
- Claremont University Master of Public Health Program **\$315)**
- Johns Hopkins University Bloomberg School of Public Health **(\$315)**
- New York University College of Global Public Health **(\$315)**
- St. George's University MPH Program **(\$315)**
- University of Florida College of Public Health **(\$315)**
- University of Miami Department of Public Health Sciences **(\$250)**
- University of Minnesota School of Public Health **(\$315)**
- University of New England Graduate Public Health Program **(\$315)**
- University of North Dakota Master of Public Health Program **(\$315)**
- University of Pittsburgh Graduate School of Public Health **(\$315)**
- University of Texas at El Paso College of Health Sciences **(\$315)**

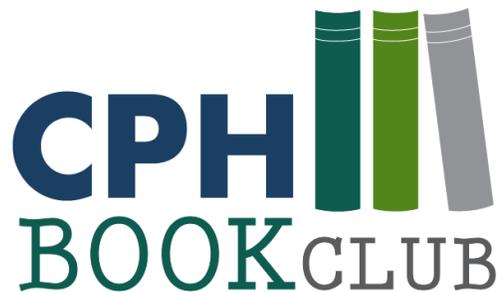
## The following organizations extend a discount for the CPH exam:

- Alaska Native Tribal Health Consortium **(\$315)**
- American Public Health Association (APHA) **(\$315)**
- Association of Public Health Nurses **(\$315)**
- Association of Schools and Programs of Public Health Fellows **(\$250)**
- Arizona Public Health Association **(\$315)**
- Army Nurse Corps **(\$315)**
- Army Public Health Center **(\$315)**
- Commissioned Officers Association **(\$250)**
- Cornell –4H Public Health Essentials Program **(\$150)**
- Delta Omega Honorary Society **(\$315)**
- Mississippi Public Health Association **(\$315)**
- Navy Nursing Corps **(\$315)**
- North Carolina Public Health Association **(\$315)**
- San Antonio Metropolitan Health District **(\$315)**
- U.S Public Health Service **(\$315)**

If you do not see your school, program or organization listed below and want more information on how to get involved, please email [info@nbphe.org](mailto:info@nbphe.org).

## CPH BOOK CLUB

As a CPH professional, you have the opportunity to join the CPH Book Club. The Book Club not only provides you with a space to join lively discussion about relevant, well written pieces, but you also **earn 5 credits per year**. The book club is for active CPH only.



## CPH RECERTIFICATION

Every two years, fully certified CPH candidates are required to earn 50 recertification credits and submit a \$95 fee along with their recertification application to maintain their CPH status. Candidates who fail to renew their certification can apply for an extension and have up to five years to make up the credits to renew their status. After being lapsed for five years, these lapsed CPH must retake the CPH exam. Recertification credits can be earned in a variety of ways, including conferences, webinars, academic coursework, professional contributions (e.g., grant writing), and service activities. Credits do not need to be earned by CPH CE organizations as long as the activity relates to one of the domain areas of the exam. NBPHE offers a Quick Search tool where CPH can easily find recertification activities and providers can promote their offerings.



## Digital Badging

CPH can earn digital badges through the CPH recertification process after completing specific accomplishments.

Superstar Attendee		Wise Scholar	
Coursework Champ		Pathmaker	
Star Presenter		Lifelong Learner	
Grants Master		Item Writer	
Virtual Learner		Site Visitor	

# Professional Development

All recertification credits must relate directly to public health.



## CPH Recertification Activities - Credit Guide

<b>Academic Courses – CEPH-accredited or other accredited school or program:</b>	
<b>Semester-long Course</b>	<b>15 CPH credits</b> per course
<b>Trimester or Quarter-long Course</b>	<b>10 CPH credits</b> per course
<b>Academic Course – Teach</b>	<b>10 CPH credits</b> per course
<b>Courses Taken – Online Training Courses</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Courses Taken – In-Person Training Courses</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>CPH Book Club</b>	<b>5 credits</b> per year
<b>Conferences/Meetings- Participation/Attendance</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Dissertation</b>	<b>25 CPH credits</b> per year
<b>Earning other Public Health-related certifications</b>	<b>10 CPH credits</b>
<b>Guest Lecturer</b>	<b>1 CPH credit</b> per 1 hour
<b>Grant Submission (Approved)</b>	<b>10 CPH credits</b> (Up to 20 credits, per cycle)
<b>Grant Review (Technical)</b>	<b>10 CPH credits</b> (Up to 20 credits, per cycle)
<b>Item Writer for CPH Exam or Study Guide</b>	<b>10 CPH credits</b> per year
<b>Leadership Institute Participation</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Manuscript Review (Technical)</b>	<b>6 CPH credits</b> per manuscript
<b>Medical Residency</b>	<b>25 CPH credits</b> per year
<b>Mentoring Program</b>	<b>6 CPH credits</b> per year
<b>Podcasts</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Public Health Fellowship</b>	<b>25 CPH credits</b> per year
<b>Public Presentation</b>	<b>1 CPH credit</b> per 1 hour
<b>Publication (Peer-reviewed)</b>	<b>10 CPH credits</b> per article
<b>Seminar Participation</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Site visitor training for CEPH, CAHME, or PHAB</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Site visits for CEPH, CAHME, or PHAB</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Teach multi-day course</b>	<b>10 hours</b> per course
<b>Volunteer/Leadership Service</b>	<b>1 CPH credit</b> per 1 hour of service (up to 20 hours per cycle)
<b>Webinar Participation</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Workshop Participation</b>	<b>1 CPH credit</b> per 1 hour (up to 8 hours per day)
<b>Workshop – Create and Lead</b>	<b>6 CPH credits</b> per course

# CODE OF *ETHICS* OF THE NATIONAL BOARD OF PUBLIC HEALTH EXAMINERS

## Preamble

The purpose of the Code of Ethics of the National Board of Public Health Examiners is to define the values of the National Board of Public Health and thereby establish standards of conduct for anyone Certified in Public Health (CPH) or applying for that certification.

All CPH professionals have a duty to protect and promote the health of the public. In fulfilling this duty, certification is a privilege that must be earned and maintained. The CPH recertification process fosters life-long learning, professional development, and promotion of the public health profession. CPH professionals who violate any provision of the Code of Ethics are subject to investigation. The outcome of such investigation could lead to temporary or permanent loss of the CPH credential.

## I. The CPH's Responsibilities to Community and Society

- Place the safety and health of the public above all other interests.
- Disclose any financial or other conflicts of interest in carrying out their responsibilities.
- Demonstrate integrity, honesty and fairness in all activities.
- Act truthfully and speak in good faith in an objective manner based on knowledge of facts and competence of subject matter.
- Provide current and accurate information about all public health issues, and when it occurs.
- Valuing all individuals and populations equally.
- Recognizing and rectifying historical injustices.
- Providing resources according to need.

## II. The CPH's Responsibilities to the Population Served

- Apply skills with competence.
- Disseminate timely information that safeguards the health of the public.
- Protect confidential information in accordance with applicable federal, state, and local laws.

## III. The CPH's Responsibilities to the Their Organization

- Place the safety and health of the public above all other interests.
- Disclose any financial or other conflicts of interest in carrying out their responsibilities.
- Demonstrate integrity, honesty, and fairness in all activities.
- Act truthfully and speak in good faith in an objective manner based on knowledge of facts and competence of subject matter.
- Provide current and accurate information about all public health issues, and when it occurs.
- Valuing all individuals and populations equally.
- Recognizing and rectifying historical injustices.
- Providing resources according to need.

## IV. The CPH's Responsibilities to Their Organization's Employees

- Insist upon ethical conduct in the work environment.
- Keep the work environment safe and healthy.
- Identify and eliminate coercion and harassment in the workplace.
- Promote the best use of employees' knowledge and skills.

## V. The CPH's Responsibilities to Diversity, Equity, and Inclusion

- Promote a culture of inclusivity and cultural competence that seeks to prevent discrimination based on race, ethnicity, religion, gender, sexual orientation, age, or disability.
- Act in a manner free of bias regarding race, ethnicity, religion, gender, sexual orientation, age, or disability.
- Create and maintain internal organizational structures and external collaborations that allow for the participation of individuals and groups regardless of demographic, political, or social characteristics.

## VI. The CPH's Responsibilities to the Profession of Public Health and the National Board

- Accurately and appropriately represent academic and professional qualifications.
- Maintain and advance individual public health competencies through recertification.
- Abide by the policies and procedures required by NBPHE.
- Acknowledge that the credential is the property of NBPHE.
- Use the NBPHE logo and credential as authorized by NBPHE.

## VII. The CPH's Responsibility to Report Violations of the Code

A CPH who has reasonable grounds to believe that another CPH has violated this Code has a duty to communicate such allegations to the Ethics Committee of the National Board of Public Health Examiners.

### National Board of Public Health Examiners

Phone: 202-296-3050

E-mail: [info@nbphe.org](mailto:info@nbphe.org)

Revised and approved on March 4, 2022.



The Code of Ethics of the National Board of Public Health Examiners is a living document and should be reviewed and updated every five years, or as necessary. Aspects of this Code of Ethics are adapted from the framework of the Code of Ethics of the American College of Healthcare Executives (ACHE).

# CERTIFICATE

## National Board of Public Health Examiners

Attests that

# Jordan A. Thompson

On this day of October 31, 2016, has successfully completed the educational and examination requirements to demonstrate mastery of the knowledge and skills relevant to contemporary public health, and is therefore,

**Certified in Public Health.**



**Richard Kurz, PhD**  
Chair of the National Board

**NBPHE Number**

**12909**



# CPH CERTIFICATE FRAMES AND GIFTS



The National Board of  
Public Health Examiners

Certificate Frames  
and Gifts



Engraved suede mat #202393 \$173



**NEW!** Dimensions™ #295622 \$138

Boldly celebrate success with Dimensions™  
added depth, texture and color.



Embossed Acadia (100% recycled wood) #202392 \$129

**YOU EARNED IT  
NOW FRAME IT!®**

**ORDER ONLINE**  
[diplomaframe.com/nbphe](http://diplomaframe.com/nbphe)

Design  
**YOUR Frame**  
*Online!*

For additional styles  
or to customize, visit  
[diplomaframe.com/nbphe](http://diplomaframe.com/nbphe)

800-477-9005

[diplomaframe.com/nbphe](http://diplomaframe.com/nbphe)

*Church Hill Classics*  
diplomaframe.com®



# The National Board of Public Health Examiners

# Certificate Frames and Gifts



Embossed Studio #295621 \$104



Lasting Memories Banner #295618 \$79



## Engraved Gift Collection

Accent your workspace with our beautiful desk accessories featuring elegant medallions.



\*Desk Box #295623 \$69



\*Desk Pen Set #295625 \$69



Paperweight #295626 \$28



Bookends #295624 \$89

\*Includes blank plate. Order personalization online (instructions included with blank plate) or at local engraver.

## Why a Certificate Frame?

Your achievement is important to you. A certificate frame is the perfect way to protect, display, and celebrate your accomplishment.

## A Memorable Gift

A certificate frame is a thoughtful gift that any CPH will appreciate. It will be a treasured gift that lasts a lifetime!

## Expertly Crafted Frames

High-quality and custom-made in the USA by Church Hill Classics. Museum-quality matting and mounting materials to protect your certificate.

Removable back so you can easily insert your certificate. Please do not mail your certificate.



© Church Hill Classics 2017 WAF1301 - 10220

800-477-9005

[diplomaframe.com/nbphe](http://diplomaframe.com/nbphe)

Church Hill Classics  
diplomaframe.com

# CPH MERCHANDISE



Once a candidate has passed the CPH examination, they can purchase CPH merchandise from our CafePress website.

[cafePress.com/CPH](http://cafePress.com/CPH)



Women's T-Shirt  
\$16.99



MORE COLORS AVAILABLE  
Long Sleeve T-Shirt  
\$19.99



Men's V-Neck T-Shirt  
\$19.99



Men's Tank Top  
\$14.99



MORE COLORS AVAILABLE  
Racerback Tank Top  
\$16.99



MORE COLORS AVAILABLE  
Sweatshirt  
\$29.99



Black Cap  
\$14.99



Reusable Shopping Bag  
\$16.99



MORE COLORS AVAILABLE  
Mug Mugs  
\$10.99



Large Mug Mugs  
\$11.99



Acrylic Double-Wall Tumbler  
\$13.99



Journal  
\$9.49

# PRESS RELEASE

## **[insert name]** Achieves Recognition as Certified in Public Health

The National Board of Public Health Examiners (NBPHE) has recognized **[insert name]** as Certified in Public Health (CPH). With this accomplishment, **[insert name]**, CPH demonstrates not only a mastery of the core sciences of public health, but also a strong commitment to staying on the cutting-edge of public health issues.

The public served by **[insert name]**, CPH can be assured that **[s/he]** has a fundamental breadth and depth of core public health knowledge and will continue **[her/his]** professional development through the NBPHE's maintenance of certification process.

**[Insert name]**, CPH is currently employed at **[insert employer name, job title and brief description of job]**.

"**[insert quote]**," **[insert name]**, CPH said of the process.

"By obtaining the CPH, the entire field is elevated to new standards and the health of the public can continue to be enhanced. The CPH process raises the bar for public health workers by highlighting the need for a standard benchmark for public health personnel, students and graduates and a certified dedication to the field." - Dr.

Richard Kurz, chair of NBPHE and former dean of the University of North Texas Health Science Center School of Public Health.

Those seeking to verify a CPH credential may do so through the NBPHE's Find a CPH Registry at <http://portal.nbphe.org/recert/employer>.

###

### **About NBPHE**

The NBPHE Certified in Public Health (CPH) credential, the only one of its kind for public health, demonstrates knowledge of key public health sciences and a commitment to the field through continuing education focused on emerging and established public health issues. Public health personnel, students, and graduates from CEPH- accredited schools and programs of public health have mastered required core and cross-cutting competencies and addresses the need for greater recognition of public health as a health profession. More information can be found at: [NBPHE.org](http://NBPHE.org).



# National Board of Public Health Examiners (NBPHE)

## Procedures for Investigating Complaints filed against Certified Public Health Professionals (CPH)

### REVOCACTION OF CERTIFIED IN PUBLIC HEALTH CREDENTIAL

The Certified in Public Health credential can be revoked for violations of the CPH code of ethics which include:

1. Falsification of the certification application
2. Violation of examination procedures or security
3. Misrepresentation or improper use of the credential
4. Failure to maintain moral, ethical, or professional behavior satisfactory to the NBPHE or engages in misconduct that adversely affects professional competence or integrity
5. Conviction of a felony relating to professional practice in the field of public health

## PROCEDURES

### I. Overview of Procedures

Certified Public Health Professionals (CPH) are expected to conduct themselves in an ethical manner in accordance with the CPH Code of Ethics. The National Board of Public Health Examiners (NBPHE) recognizes its responsibility to maintain the integrity of the credentials it administers. NBPHE accepts that, from time to time, the good of the profession may require it to act against a CPH upon receipt, investigation, and finding of a violation(s) of the Code of Ethics.

This procedure describes the steps to be taken when complaints are presented. By publishing this procedure, NBPHE does not expect, invite, solicit, or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of the profession and safeguarding the public's trust.

NBPHE will consider only complaints that specify the part(s) of the Code of Ethics that has allegedly been violated.

### Complaint

1. All complaints must be in writing and signed by the complainant(s) and only information submitted in writing and signed will be considered.
2. At a minimum, the complaint should specify the alleged inappropriate behavior referencing the specific section of the Code of Ethics allegedly violated, the nature of the complaint and any corroborating evidence.

## Actions

1. All complaints shall be reviewed by the President of NBPHE who will determine if the complaint is valid and actionable. Valid and actionable complaints will be forwarded to the Office of the President of NBPHE.
2. Complaints not deemed valid and actionable will be returned to the complainant with written notice stating the deficiencies of the complaint.
3. Complaints deemed valid and actionable will be investigated.

## II. Purpose, Responsibilities, and Objectives of the Governance Committee

The Governance Committee (“Committee”) shall be responsible for the nomination process, orientation of new members, development of the board and changes to NBPHE governance procedures including the bylaws. The Governance Committee shall also assure that issues regarding certificant practice and conduct are fairly and reasonably investigated and determined, and to protect the public against unprofessional and unethical conduct by certificants. The Governance Committee will enforce the Code of Ethics of NBPHE in accordance with its policies and procedures. It is the responsibility of the Governance Committee to follow the procedures for investigating and disposing of complaints as set forth below.

### Enforce Code of Ethics

The Committee shall receive and review complaints of ethical violations and report findings and recommendations for action, including sanctions and dismissal of complaints to NBPHE.

### Scope of Authority

The Committee shall investigate complaints filed against a certificant who is certified at the time the complaint is filed and decide the complaint.

### Composition

The Chair of the Committee shall not vote on the disposition of the complaint except in circumstances in which there is a tie. The Chair of the Committee shall be authorized to participate in the discussion and deliberation of the complaint. The Chair shall convene required meetings, follow the progress of the investigation, and report findings to NBPHE.

The Chair of the Committee shall appoint a minimum of three (3) certificants in good standing or other qualified individuals who are not members of NBPHE to the Committee.

## III. Procedures of the Ethics and Discipline Committee

The Committee shall have the power to investigate all alleged violations of the Code of Ethics. The Committee is obligated to investigate only complaints which are valid and actionable. If, during the investigation, the Committee determines that there may be additional violations, the Committee may investigate and reach appropriate findings regarding such additional violations. The reporting of a criminal conviction resulting in a misdemeanor or felony will automatically trigger the conduct of an investigation.

All information disclosed to the Committee shall remain confidential except during circumstances in which the Committee is required to disclose such information when compelled by a validly issued subpoena required by law or to parties essential to the investigation. A file of materials related to the investigation shall be maintained by the headquarters staff in a secure location and accessible only to authorized individuals. Upon the closing of each investigation, the Committee shall return to the President of NBPHE all materials reviewed for disposition of the complaint. The President of NBPHE shall maintain a file consisting of one copy of all documents related to the investigation. Additional copies of documents shall be disposed of in a confidential manner.

### **Timeline**

The timelines set forth below shall be guidelines and as such may be shortened or extended at the Committee's discretion, depending on the circumstances of each proceeding.

## **IV. Disciplinary Procedures**

**Initial Consideration.** Within forty-five (45) days after receiving a complaint, the President of NBPHE shall determine whether sufficient information exists to proceed with a formal investigation. The investigation shall not proceed without first having received the complainant's acknowledgement and consent that all information disclosed by the complaint will be disclosed to the certificant and others pursuant to the investigation. If the complainant does not consent to the disclosure of all information, the complaint shall be dismissed.

**Notification of Formal Investigation.** If the President of NBPHE determines that a formal investigation is warranted, the Chair of the Committee shall be notified by the President to begin the investigation. Within thirty (30) days of notification of a formal investigation, the Chair of the Committee shall send written notification to the complainant and the certificant regarding the conduct of the investigation. Such notification shall include the complaint and a description of the alleged behaviors involved in the complaint, including the specific sections of the Code of Ethics that are alleged to have been violated. The Chair's notification shall include a request that the certificant respond to the allegations within thirty (30) days from the date of notification. The Chair's notification shall include the name of the complainant unless the committee has proceeded on its own initiative. The Chair's notification shall be sent by certified mail, return receipt requested.

**Response to Complaint.** The certificant's response to the complaint shall contain complete information concerning the complaint. The certificant's failure to respond to the complaint or lack of cooperation shall not prevent the continuation of the investigation as the Committee deems appropriate.

**Investigation.** The Committee shall conduct its investigation by collecting information, conducting phone inquiries or any other appropriate means of inquiry. If after receipt of the certificate holder's response the Committee determines that additional information is warranted by either or both parties, or from any third parties, the parties shall be notified and shall submit the additional information within thirty (30) days from the date of the Committee's request for additional information.

**Disposition of Complaint.** If the Committee concludes that some type of action is warranted, it shall adopt any one or more of the following sanctions or take any other appropriate action:

Notify all parties, in writing, that based on the investigation, no action is warranted against the certificant and dismiss the complaint.

1. Require that the certificant cease and desist the alleged conduct
2. Reprimand the certificant in writing
3. Require corrective actions be taken
4. Refer the matter to a national, regional, state, or local professional association
5. Suspend the certificant's certification status for an appropriate period of time, including permanently
6. Revoke the certificant's credential(s)
7. Prohibit approval of application for addition credentials
8. Take any other action that is warranted under the circumstances

Any action taken against a certificant shall become part of the certificant's record, which record shall be considered during any future consideration regarding the certificant's certification status.

**Report Decision.** The Chair of the Committee shall provide written notification to NBPHE within thirty (30) days of determination of the complaint. NBPHE shall review the findings of the investigation within thirty (30) days of its receipt of the findings and shall uphold the determination of the Committee, unless evidence warrants further investigation, in which case the investigation shall continue, or unless NBPHE has evidence that the Committee has acted erroneously, or in an arbitrary or capricious manner.

**Notification and Publication of Sanction.** The Chair of the Committee shall notify the complainant and the certificant of the committee's findings and determination within thirty (30) days from the date of the decision of NBPHE. The Chair shall report the name(s) of the sanctioned certificant and the violation of the Code(s) of Ethics as determined by the Committee. Pending request of an appeal, such information shall be published on the NBPHE website, and any other appropriate locations as reasonably determined by the Committee. Upon request, the President of NBPHE shall provide such report to any interested person or public agency deemed necessary to protect the public.

## V. Appeal

**Request for an Appeal.** The certificant shall have thirty (30) days from the date of the Chair's notification to request an appeal of the Committee's findings. In such an event, the Chair of NBPHE shall notify the Committee that an appeal has been filed.

**Information Included in Appeal.** The certificant's appeal of the decision must be made in writing and must be mailed by certified mail, return receipt requested, to the Chair of NBPHE. The certificant shall state the specific grounds why the appeal should be considered. The certificant may not present, include, or rely on facts that were not presented in the proceedings.

**Appeal Hearing.** In the event that the certificant timely and properly appeals the decision, the Chair of NBPHE shall appoint an Appeal Panel that shall consist of individuals who were not a part of the decision, and who are qualified to serve on the panel. The Chair of NBPHE shall notify the certificant of the date and location of the appeal hearing. The appeal hearing must be scheduled as soon as possible after the receipt of notification of appeal. The appeal shall be heard and conducted at the

Headquarters of NBPHE, or another mutually agreed upon location. The certificant shall pay for his or her expenses. The certificant shall have the right to bring his or her own attorney to counsel the certificant at the hearing, but in no event shall counsel be allowed to provide testimony in lieu of, or on behalf of the certificant. The hearing shall be closed to third parties with the exception of any witnesses, experts, consultants, and legal counsel. The Appeal Panel may exclude any individual(s) from the hearing at any time at its discretion, with the exception of the certificant and his/her legal counsel, if any, shall be entitled to be present at all times. The Appeal Panel shall consider all available evidence presented to the Committee which formed the basis for the Committee's determination, and such other evidence as it may, in its discretion, deem appropriate. The appeal hearing shall be recorded by a court recorder and a formal record of the proceeding shall be filed by the President.

**Appeal Panel's Decision.** The Appeal Panel shall only overrule the Committee's recommendations and conclusions in the event of the following:

1. The Code of Ethics were incorrectly applied;
2. The findings of facts by the Committee were clearly erroneous, arbitrary or capricious; and/or
3. The disciplinary sanctions recommend by the Committee were grossly disproportionate to the facts surrounding the violation.

The Appeal Panel's decision shall be final and not subject to appeal.

## VI. Notification Publication of Sanction

Within thirty (30) days from the appeal hearing, the Chair of NBPHE shall notify the complainant and the certificant in writing of the decision. The Chair of NBPHE shall report the name(s) of the sanctioned certificant and the violation of the Code(s) of Ethics as determined by the Committee and upheld by the Appeal Panel. Such information shall be included on the NBPHE website, and any other appropriate locations as reasonably determined by the Committee. Upon request, NBPHE shall provide such report to any interested person or public agency deemed necessary to protect the public.

## VII. Close of Case

Once the final decision has been made, the matter shall be closed, and the files shall be retained in the NBPHE headquarters office. Committee members shall return all information received during the investigation to the President of NBPHE, where one set of records shall be maintained, and the remainder destroyed

Timeline for Investigating and Disposing of Complaints\*

Activity	Responsible Entity	Timeline
Initial Consideration of Complaint (valid & actionable)	President	Within 45 days of receipt of complaint

Activity	Responsible Entity	Timeline
Written Notification of Formal Investigation to Certificant	Chair of Governance Committee	Within 30 days of notification of investigation being warranted
Certificant response to allegations	Certificant	Within 30 days of notification of investigation
Conducting Investigation	Governance Committee	No fixed period of time
Requesting additional information from certificant to conduct investigation	Governance Committee	Within 30 days of receipt of response by certificant
Determination of complaint	Governance Committee	No fixed period of time
Report of Decision to NBPHE	Chair of Governance Committee	Within 30 days of determination of complaint
NBPHE review of findings	NBPHE Board	Within 30 days of receipt of findings
Notification and Publication of Sanction	Chair of Governance Committee	Within 30 days of decision of NBPHE (to uphold or alter determination)
Request of Appeal	Certificant	Within 30 days of notification of determination
Appeal Hearing	Appeal Panel	As soon as possible after the receipt of notification of appeal
Decision of Appeal Panel	Appeal Panel	As soon as possible after the conclusion of the appeal hearing
Notification of Decision of Appeal	Chair of NBPHE	Within 30 days from the appeal hearing
Publication of Sanctions	President	Within 30 days from the appeal hearing

\*The timelines set forth shall be guidelines and as such may be shortened or extended at the discretion of the Governance Committee, depending on the circumstances of each proceeding