

Application for the Exam

The first step in the certification process is the completion of the application. The application forms are available for download or can be completed online on the CHC website:

www.homeopathicdirectory.com. In addition to the application form, candidates must submit proof of training via certificates of attendance, transcripts or documentation of mentoring. It is important that the candidate show the total number of hours of training completed to facilitate the application review process. Documentation of completion of anatomy /physiology and CPR training are also required at the time the application is submitted. A signed proctor agreement is also required unless the exam is being taken at a designated CHC site or with a graduating school group. Finally, some form of payment (credit card or check in US funds) must be submitted with the application; current fees are listed on the website. Applications are due approximately 6 weeks prior to each exam; the specific dates for exams and application deadlines are posted on the website.

Candidates can locate a proctor in their own area so that the exam can be taken locally; it is the candidate's responsibility to find an acceptable proctor and pay the proctor's fee. To find a proctor, contact your local library system, university or community college testing center, or educational coaching facility such as a Sylvan Learning Center. Make sure the proctor is available on the Saturday exam date for an 9 hour time period (which includes a lunch break). Have the proctor complete and sign the proctor agreement.

About the Exam

Phase 1 of the certification process is the theoretical exam. This exam tests theoretical and factual knowledge about homeopathy and its use, and about medical sciences. This is a 4 hour exam that is given in 4 sections: homeopathic theory and philosophy; materia medica; repertory; and medical sciences. The medical sciences portion of the exam is not required for candidates who have current medical licensure of some kind (i.e. M.D., R.N., F.N.P., D.D.S,N.D., etc) in the state or province where they practice.

Phase 2 is the practical exam which can be taken at the same time as the theoretical exam if the candidate chooses to do so. This is a 2 hour exam with two written cases to be analyzed. Short answer questions are answered for each case. For this exam, the candidate can use any book or computer reference material or software.

After completion of both exam phases and documentation of the clinical training has been submitted, the candidate submits 5 cases of his or her own work for review (see chapter 5). Once these are approved, an oral interview is scheduled. Following successful completion of the interview, the candidate becomes certified.

Pre-requisites have been established to allow you to approach the exam with confidence. Are you ready? Here is what you need for the written exam:

- 500 hours of formal training in classical homeopathy or equivalent experience
- Completion of one semester of college level anatomy and physiology courses
- Completion of a CPR course (such as standard Red Cross CPR training)
- Knowledge of human sciences, pathology, medical terminology and basic clinical assessment skills
- Application fee
- Proctor agreement

- Phase 1 covers theoretical and factual knowledge for homeopathic theory, repertory, materia medica and health sciences
- Phase 2 covers case analysis skills and is open book
- After Phase 1 and 2 are completed, candidates submit documentation of clinical training and their own 5 cases.

Meeting the Pre-Requisites

CHC Policy on Distance Learning

- Hours of training in any program include both **direct teaching time** (time spent present in a class or watching a video class) and **study time** (time spent later on cases, assignments, research, reading.).
- In classroom training, study time (homework time) isn't credited as hours in the program; only direct teaching hours count. This is true for both residential and distance learning programs.
- Up to 450 hours of the initial 500 hours of formal training can be completed via distance learning programs.
- Distance learning hours are credited for actual time spent in direct contact with instructor, reviewing audio or video lectures, attending conference calls or study groups, or interactive computer based training. A proportion of time spent reading written or online materials is credited.
- **Distance learning schools have received detailed guidelines on the CHC's policy, describing how they can determine what hours should be counted toward certification within their individual training programs. Please contact your school for details on these hours.**

Do You Have the Pre-Requisites?

There are several methods of qualifying to apply for certification and the details for each one are explained here. Perhaps you attended formal education, or completed an apprenticeship or a period of professional practice. You might qualify with a combination of training and experience. These are the 4 ways you can qualify to take the exam:

- Formal education at homeopathic schools and seminars
- Apprenticeship with an experienced, certified homeopath
- Professional practice for a minimum of 4 years
- Using our application point system, any combination of the above that merits 40 points

As part of your application, you must submit documentation for each requirement in the form of school transcripts or certificates, logs of case work, letters from supervisors, etc. These must be included as part of your application; your application will be returned with a request for additional information if they are omitted.

Courses in anatomy, physiology and CPR are also required. These are not counted among the 500 hours of formal training. They cannot be replaced by apprenticeship or professional practice. Anatomy and physiology courses should be a minimum 33 hours of tuition (class hours, not including homework requirements. This is equivalent to a one college quarter course.)

All applicants applying after for the exam on or after October 2008 are also required to complete a pathology training program of at least 40 hours of tuition (class hours, not including homework requirements). Distance learning programs are acceptable. Please check with the CHC to ensure that your program of study is acceptable.

Distance Learning Policy

In 2004, the CHC updated its policy on distance learning programs regarding number of hours credited and then distributed this information to the schools. **In summary, up to 450 hours of formal training can be done in a distance learning format; the remaining 50 hours must be completed through on-site programs or seminars.**

If you are attending a distance learning program, please contact your school directly regarding the number of hours of training that can be credited for classes you have completed.

Formal Education

Option 1: Formal Education

You must have completed 500 hours of formal education in classical homeopathy from instruction in homeopathic schools, seminars and conferences. This is required before you can take the phase 1 and 2 exams. This education should include:

- extensive homeopathic theory and materia medica
- concepts and contents of the repertory
- posology and homeopathic pharmacology
- theory of case taking and analysis
- ethics of practice

Additionally, medical sciences should be studied so that you have adequate knowledge of medical terminology, physiology and pathology. If you are just beginning your homeopathic education, look for schools where all of these topics will be covered thoroughly. **You must document education hours by school transcript, letter or certificate, or seminar attendance certificate as part of your application.**

Clinical Training Requirements of Formal Education

In addition to the formal theoretical education, you must meet clinical training requirements. Completion of this clinical training is required before you submit your 5 cases for review. This training should develop skills in:

- case taking, clinical assessment
- case analysis, repertorization, materia medica differentiation
- case management, patient communication and education

Clinical education is divided into 2 categories:

- **case observation / analysis: maximum of 250 hours**
- **full case supervision: minimum 10 cases, each with 2 follow ups**
- **the total requirement is 390 hours between these 2 categories**

The first category of observation is less advanced, and a maximum of 250 hours can be credited in this category. The second category of full responsibility for cases under supervision is more advanced, and more case work in this category can be substituted for case observation/analysis work. **The clinical training must be documented by a transcript or log of cases and hours credited, signed by your supervisor(s).**

CLINICAL OBSERVATION / ANALYSIS: Up to 250 hours of the total can be credited for observation of cases taken by other homeopaths certified by CHC, ABHT or HANP, or initial case taking work of your own. **This includes training in an on-site or virtual clinical setting that requires participation by, supervision of, and individual feedback to the student.**

A. Formal observation/case taking an on site clinical situation.

This includes participation in a formal clinical situation in which the student is observing, analyzing or taking the case under supervision from a teacher or mentor. Clinical training hours are counted as actual hours spent in clinic on these tasks. (Ideally, this should be done in a formal situation in a 3rd or 4th year school program.) These hours should be logged and initialed by the supervisor.

➤ Document hours of training with certificates and transcripts to create a log of your hours so that they can easily be approved.

➤ There are 2 categories of clinical training : observation / analysis, and formal supervision of student case work.

➤ Observation – you are watching cases taken by certified practitioners or participating in initial case taking yourself.

➤ Analysis: you are evaluating the content of case, prioritizing information, selecting rubrics, differentiating remedies, and making a final remedy and posology choice; individual feedback must be given to the student to help develop the student's analytical skill

➤ These exclusions are clearly stated so that there is no confusion about the use of some of the formal education to meet the clinical training requirement.

➤ Formal supervision of the student's own casework is completed with 10 cases, each as an initial case with 2 follow ups.

➤ Formal supervision case clinical training hours are counted as 10 hours per intake and 2 hours per follow up. So a new case with 2 follow ups is credited as 14 hours of clinical training.

➤ After 6 months of professional practice, with a weekly case load of 12-15 clients, only 175 hours of clinical training in observation/ analysis and 7 full cases under supervision must be documented.

➤ After 1 year of practice, only 5 full cases under supervision must be documented.

➤ After 18 months of professional practice, no clinical training needs to be documented.

➤ This period of practice should be documented with a letter describing your practice.

B. Observation and analysis of cases in a video or other virtual format.

(includes virtual clinical training such as Homeopathic Symposium and Virtual Clinic.) For cases with case presentation and discussion that is only observed (i.e. the student has not completed/gotten feedback on his/her own analysis of the case), clinical training hours in observation are counted as actual hours spent. For analysis of a case which includes the viewing of the case, analysis by the student and feedback on that analysis, clinical training hours in analysis are counted as 5 hours per chronic case, 1 hour per acute case.

This does not include seminars where case videos are shown and case analysis presented or discussed when there is no validation of learning from the student, i.e. the student has not written up or individually gotten feedback on their own perceptions and analysis of the case. In a seminar format, individual feedback is not generally provided. ***This also does not include*** introductory level case work that is done as part of the 500 hours of required formal training to teach materia medica. This case work is already counted in the formal training hours and cannot be counted again as clinical training hours, including assigned homework cases.

FULL CASE SUPERVISION: the remaining required clinical training is satisfied by completion of the student's own case work under supervision. A minimum of 10 cases, with 2 follow ups of each case needs to be done under formal one to one supervision. This involves the full case taking (initial and follow up) by the student, followed by written analysis, discussion, and supervision with a CHC (or other accepted certification) homeopath. This can be done in a distance learning format; it is not required to take the case in the presence of the supervisor.

Students are encouraged to complete as much of the clinical training requirement using full case supervision hours as possible. 14 hours of clinical training are credited for each full case supervision as described above; 10 hours for the initial intake case, and 2 hours for each follow up. 10 of these cases are required. Any additional cases taken (new client intakes or additional follow ups) can satisfy the requirement for case observation/analysis hours.

Example of a student counting clinical training hours:

(1) Hours credited as actual time spent:

Monthly school clinic, 12 days of 8 hours each = 96 hrs

6 days of 8 hours observing in a certified homeopath's consultations = 48 hrs

16 hours of observation of video cases with case explanation = 16 hrs

(2) Hours credited at 5 hrs per chronic case, 1 hr per acute case (video):

14 chronic video cases analyzed with feedback = 70 hrs

7 acute video cases analyzed with feedback = 7 hrs

(3) Formal supervision cases, credited as 10 hrs per intake, 2 hrs per follow up:

10 cases to meet minimum requirement = 140 hrs

3 additional cases, each with intake and 2 follow ups = 42 hours

Total of clinical training hours = 419, which exceeds the requirement. Requirement would also have been met if the student had completed 13 more hours of observation and done one less formal case supervision case, or completed no virtual case work, and done 5 more formal supervision cases. The requirement would not have been met if the student had 200 additional hours of observation in clinic, but only 5 cases under full supervision.

Clinical training is strongly recommended as the best preparation for practice. If you have begun professional practice, your experience in practice can reduce the clinical training requirement as noted in left side bar. A weekly case load of 12 – 15 clients is considered full time. Lower case load or less time is not credited.

Option 2: Apprenticeship

If you have learned homeopathy through the mentoring of another practitioner, these are the requirements for an apprenticeship which satisfies the pre-requisites:

1. **Your mentor must be certified as a classical homeopath by CHC, CCHC, NASH, HANP or ABHT.** Other credentials may be considered by the board if you present an explanation with your application. Your mentor may supervise no more than 2 apprentices at a time.
2. **You must have at least 2000 contact hours in a 3 to 6 year period.** Contact hours are hours spent seeing homeopathic patients with your mentor. This must be on-going work in which your mentor is responsible for your theoretical and practical education in homeopathy. Time you spend outside of cases or off-site is not counted.
3. **Your mentor's practice must be in general health care and must include a minimum of 750 homeopathic patient visits per year.** You must see no less than 100 different patients per year during your apprenticeship period.
4. After the first year, **you must be given gradually increasing responsibilities** from simple observation up to and including complete case taking and analysis, selected course of action, and all patient interactions.

Documentation must be provided as part of the application you submit. Your mentor's credentials must be documented. A letter from your mentor must be included describing the time frame and nature of work of the apprenticeship.

➤ Your mentor must be certified.

➤ 2000 contact hours are required.

➤ Homeopathic patients per year must be 750 or more. This averages 15 – 17 cases weekly.

➤ Increasing responsibilities

➤ Documentation

Option 3: Professional Practice

If you have been practicing for at least 4 years meeting the following criteria, you satisfy the pre-requisite requirements for both formal and clinical training.

5. **You have seen a minimum of 500 homeopathic patient visits per year on a minimum of 100 different patients.** More cases over less time is not an acceptable substitute.
6. **At least 70% of these visits must be in constitutional general health care.**

Your practice must be documented by office scheduling or bookkeeping records for the 4 year period. A letter from a CHC certified practitioner who is familiar with your practice over the 4 year period may substitute for these documents.

➤ You can qualify through your own practice.

➤ 4 years of practice with 500 patient visits per year. This averages 10 – 12 cases weekly.

➤ You can qualify through any combination of these methods that merits 40 points.

➤ CPR training is required unless you are medically licensed in the state where you practice; submit a copy of your CPR card with your application. Hours of training for CPR are not counted in the 500 formal training hours.

➤ College level Anatomy and Physiology classes are required unless you are medically licensed in the state where you practice; submit a copy of your transcript with your application. Hours of training for these courses are not counted in the 500 formal training hours.

➤ The importance of clinical training cannot be overstated.

Option 4: Any Combination

Perhaps your particular history of study and experience does not fit neatly into one of the categories described so far. A point system has been set up to help you determine if you satisfy the pre-requisite requirements. Points are awarded for any combination of experience and training. **A total of 40 points** is necessary to apply for the exam.

1. **For each 6.25 hours of formal education or clinical training** in classes or seminars, **award 1 point**.
2. **For each 50 apprenticeship contact hours with a qualified mentor, award 1 point.** Mentoring homeopaths must be certified by NASH, CCHC, CHC, ABHT or HANP.
3. **For each full 6 months of professional practice, award 5 points.** Durations of shorter than 6 months cannot be credited for points. For example, 10 months of practice still gets 5 points, while 12 months practice gets 10 points.

Documentation is required for each category, as described earlier. Use the form in this chapter to record and submit your points.

Complete the Requirements

Your application must show that you have completed all of the pre-requisites at the time that you submit your application. We cannot accept applications that show that the homeopath will have completed the requirements before the exam date for which they are applying, but has not actually finished them yet. If you do not have all of the requirements satisfied, wait until the next exam date to apply.

Clinical Skills

Education is to knowledge as training is to skill. Education teaches factual information. Training develops skills through practice and feedback. No matter how well you know the facts and theories of homeopathy, your success as a homeopath will be dependent upon your skill in applying them.

The certification process verifies your clinical skills through case analysis presentations, recognition of serious clinical situations, and case management decisions for presented scenarios. The supervision of clinical training has great advantages over the unguided on-the-job training provided by unprepared professional practice.

Inadequate clinical training is probably the most common reason for failure in the exam process.

Readiness Worksheet for Certification

Use this form to see if you are ready to apply. Remember that all pre-requisites must be met before your application is submitted, not at some future point. Items 1 and 2 are required for all candidates; you can qualify with options 1 through 3. Review your education and training and then fill in the hours for each category to see if you satisfy the pre-requisites. Photocopy it if necessary before you begin. Submit this form with your application.

Name: _____

Exam Date: _____

1. CPR	I completed CPR training on this date: _____ and can document this with: a photocopy of my Red Cross CPR card school transcript showing CPR training other (explain) _____
2. College Level Anatomy / Physiology Courses	I passed one quarter/semester of human anatomy on this date: _____ at this college or university: _____ I passed one quarter/semester of human physiology on this date: _____ at this college or university: _____ I have a school transcript which shows that I passed these classes.
OPTION 1 3. Formal Education 500 hours required	You can qualify under this option if you meet both 3 and 4 below: I have filled out the Formal Education Log included in this chapter. I have _____ hours of formal education in classical homeopathy. I have documentation in letters, certificates of attendance, or school transcripts for these.
4. Clinical Experience 250 hours + 10 of my cases required	I have filled out the Supervised Clinical Training Log included in this chapter I have _____ hours of observation/initial supervision (up to 250). Documentation? I have _____ supervised cases (initial case + 2 follow ups; 10 required) Documentation? I have _____ years and _____ months of professional practice. Documentation?
OPTION 2	Or, you can qualify under this option by meeting number 5 below:
5. Apprenticeship 2000 contact hours required	I have _____ contact hours of apprenticeship with this homeopath: (name) _____ (certification): _____ begin date (MM/YY): _____ end date (MM/YY): _____ I have documentation such as a letter describing my training completed and signed by my mentor to be sent directly to the CHC.
OPTION 3 or 4	Or, you can qualify under this option:
6. Combined 40 points required	I have formal education hours of _____. Divided by 6.25 hours = _____ points. (This includes both theoretical education and clinical training.) I have apprenticeship contact hours of _____. Divided by 50 hours = _____ points. I have professional practice of _____ half-years. Multiply by 5 = _____ points. I have _____ total points.

Notes:

Thank you for your interest in certification. The information you have downloaded in this document is taken from the *CHC Prep Guide*. For additional information about the exam, a study plan, sample questions with answers/explanations, and examples of case submissions, please refer to the full *CHC Prep Guide* book, which is available from homeopathic book sellers.