

# COUNCIL FOR HOMEOPATHIC CERTIFICATION

PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

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## CHC Recertification Handbook

for the credential  
*Certified Classical Homeopath (CCH)*



The CHC is a member of the Institute of Credentialing Excellence (ICE) and the CHC Certification Program is accredited by the National Commission for Certifying Agencies (NCCA).



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## About the CHC

The Council for Homeopathic Certification (CHC) was formed in 1991 as a non-profit 501(c)(6) organization with the vision of a healthcare system that encompasses certified classical homeopathic practitioners who are accessible by all. Acting as an autonomous governing board, the CHC maintains oversight and responsibility for all certification and recertification policy decisions, including governance, eligibility standards, appeals and disciplinary actions, and the development, administration, scoring, and reporting of assessment instruments.

In July 2017, the CHC was accredited by the National Commission for Certifying Agencies (NCCA), designating it as the only accredited homeopathic certification organization in the industry. NCCA standards require that certifying exams meet psychometric content validity, reliability, and scoring standards and that certification processes adhere to best practices for certification organizations. The CHC is also an organizational member of the Institute for Credentialing Excellence (ICE). ICE is a private and voluntary membership organization that provides educational, networking, and other resources for organizations like the CHC that serve the credentialing industry.

### CHC Mission

The CHC Mission is...To advance the homeopathic profession by certifying individuals who meet and maintain a recognized standard of professional and ethical competence in classical homeopathy and to assist the general public in choosing appropriately qualified homeopaths.

### Non-Discrimination Policy

The CHC does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital status, national origin, or ancestry.

### Confidentiality Policy

Confidential information (non-public information including, but not limited to, name, address, social security number, bank or credit account numbers, financial or medical information, certification numbers, (etc.)) is protected by federal and state statutes. To protect privacy, CHC's database of personal information is accessible only by designated staff and contractors operating under a nondisclosure agreement. This database may also be used in aggregate (such as pass rates, number of certificants, score trends) for the purpose of research reports and published data.

Candidate information remains confidential, with the exclusion of whether a candidate is current and in good standing. Unless required by law, written authorization by the candidate is needed to release test score information. Test score or pass/fail status will not be provided by phone.

A verification system is available to any member of the public seeking certified homeopaths in good standing. Search by name, state, or zip code in the [Find a Homeopath](#) directory to locate listings for certified homeopaths in good standing.

## Benefits of Certification

CCH practitioners in good standing are entitled to the following benefits:

- Proudly designate themselves as "board certified"
- Have a listing in the CHC's [Find a Homeopath](#) online directory
- Receive validation for:
  - Referral of potential clients who contact the CHC office looking for a local homeopath
  - Professional affiliations
    - Qualified to apply for full registered membership in the [North American Society of Homeopaths \(NASH\)](#) which grants the RSHom(NA).
    - Eligible to join affiliate networks for integrative health practitioners.
    - Eligible to purchase professional liability insurance through [Allied Professionals Insurance Company](#).
    - Awarded a one-year Individual Membership (new certificants only) to the National Center for Homeopathy (NCH) upon request. See the [NCH](#) website for membership benefits.
    - Able to receive discounts from partner organizations such as Washington Homeopathic Products.
    - Eligible (in some states) to join the state Homeopathic Medical Society.
- Be considered to participate in examination development activities, task forces, or to serve on CHC committees
- Be considered for appointment to the CHC Board of Directors

## Recertification

Active certificants in good standing may use the CCH credential. Beginning the year **after** certification is earned, annual recertification is required to maintain a good-standing status.

### Purpose of Recertification

The recertification process requires CHC-certified practitioners to maintain and enhance skills and knowledge beyond the minimum competence achieved through initial certification. Through Continuing Professional Development (CPD), practitioners safeguard quality services for the general public and reinforce professional accountability to homeopathic and other healthcare communities. Certificants who complete recertification requirements on or before the **November 30<sup>th</sup>** deadline each certification year (January 1 - December 31) maintain good standing status. CPD involves two important steps:

- Participation in ACHENA-approved continuing education events or other activities that support professional development and personal growth
- Submission and evaluation of recertification requirements within a standardized process

### Recertification Process Overview

Recertification is an annual online process that relies on CHC-certified practitioners accessing their [My CHC](#) accounts and maintaining updated account information. Office location(s) are listed in the CHC online directory. Certificants may opt out of the online directory by contacting [chcinfo@homeopathicdirectory.com](mailto:chcinfo@homeopathicdirectory.com). The recertification process requires four main steps:

- Upload Continuing Education Units (CEU) documents
- Sign CHC Compliance Attestations
- Verify contact information
- Pay \$170 recertification fee

Review of completed Recertifications begins November 1. Updated electronic CCH certificates and Letters of Good Standing are sent **4 to 6 weeks after** certificants complete the recertification process.

### Recertification CEU Requirements

For each annual recertification cycle, the CHC requires a total of 15 Continuing Education Units (CEUs):

- A minimum of ten (10) Category I CEUs
- Up to a maximum of five (5) Category II CEUs

### Category I CEUs

Category I (Homeopathy) CEUs are earned through attendance at or by completion of educational or other appropriate professional programs and activities relevant to professional classical homeopathy practice. **Beginning in 2018, homeopathy education-related conferences, seminars, and post graduate courses must be ACHENA- or CHO-approved to qualify as Category I CEUs.**

**Homeopathy teaching and presenting CEU activities do not require ACHENA- or CHO-approval.**



Non-Flat Rate Activities	Unit	CEUs earned
Attendance at ACHENA- or CHO- approved homeopathic conferences/seminars	1 hour	1
ACHENA- or CHO-approved post-graduate homeopathic education	1 hour	1
Taught homeopathy at a school, college, or study group	1 hour	2
Presented at a homeopathic conference or seminar	1 hour	3
Supervised/mentored homeopaths or homeopathic students	1 hour	2
CHC Committee Member work	3 hours	1 (Max 5 CEU/yr)
CHC Item Writing Item Writing Training Item Writing	Session 5 items	2 2 (Max 10 CEU/yr)
Orientation Interviewing	3 interviews	1 (Max 5 CEU/yr)

Flat-Rate Activities	CEUs earned
CHC Committee Chair work	7.5/year
Poster session presentation	3
Presented/taught homeopathy to non-homeopathic community	3
Published review of a homeopathic book	3
Homeopathic course/curriculum development	5
Published homeopathic article in a professional journal	6
Conducted or supervised a homeopathic proving or other homeopathic research	10
Published homeopathic book/manual	15
Created a homeopathy video	3
Presented a homeopathy video	3
Captained/Chaired a <i>One Drop</i> movie screening	5
Volunteered at the annual JAHC conference	5

**Category II CEUs**

Category II (Non-Homeopathy) CEUs are earned through qualifying activities not necessarily related to homeopathy subjects but that are directly relevant to providing professional service to clients.

**Non-ACHENA- or CHO-approved homeopathy seminars, conferences, and post graduate courses qualify as Category II CEUs.**

**CEU Time Limits**

Participation in any CEU activity must have taken place within the 12 months preceding the recertification deadline (Dec 1<sup>st</sup> through Nov 30<sup>th</sup>). An activity may only be applied to a single category (either Category I or Category II, not both).

CEUs in excess of the required 15 CEUs per year are automatically transferred to the next (and only the next) recertification cycle by the CHC system.



## CEU Documentation Submission

CEU documentation is uploaded during the online recertification process. Documentation submitted in support of CEU claims must come from an independent source (not generated by the CCH holder) and contain:

- Name of activity and, if applicable, the name of sponsoring entity
- CCH holder name as a presenter, attendee, or writer (as applicable)
- Date the activity was completed (or published)
- Number of hours associated with the activity, for activities in which hourly CEUs are earned
- Number of CEUs awarded
- For article publications, a photocopy of the article, clearly indicating the name and date of the publication and showing the CCH holder as the author
- For books or book chapters, photocopies of the title and copyright pages (and bibliography page if the title page does not show the CCH holder's name)

## CEU Review and Audit

All activities submitted for consideration as CEUs are subject to review and acceptance by the CHC. In all cases, credit is granted only after the CE activity has been completed and documented for that annual period. The CHC reserves the right to evaluate, at its discretion, all CE activities on an individual basis, and to accept or deny credits claimed (in whole or in part) according to this policy and other CHC requirements. As part of this review, the CHC may change the number of credits proposed for an activity or program providers.

All CEU claims and supporting documentation are subject to CHC audit. In addition, the CHC reserves the right to contact any appropriate information source, including individuals or organizations referred to in the documentation submission during a CEU verification process. The CHC will notify the CCH holder in writing about any denied CEUs and the reasons for denial. The CHC reserves the right to request additional information or clarification about a specific activity prior to final acceptance.

The CHC reserves the right to request additional information or clarification concerning any documentation submitted. It is the responsibility of the CCH holder to retain original documentation for at least two (2) years, in case of audit.

## Attestation Submission

Compliance with professional ethics, client/patient rights, and Fitness to Practice reporting is paramount to obtaining and retaining the CCH credential. Truthful answers to compliance questions are required during each recertification process. All records maintained by the CHC are confidential and will only be released by written request or as required by law.

CCH-certificants must truthfully and fully respond to all health and legal questions and provide additional information if necessary. Certificants must also notify the CHC in writing **within thirty days** about any changes related to Fitness to Practice information. Failure to report changes could result in disciplinary action. All information is reviewed per CHC policies.

If you answer "yes" to any Health Status question, you must submit a personal written statement addressing the history and current status of any physical, psychological, or substance abuse-related impairments, written documentation from a healthcare professional who has treated you addressing

the impairment and your fitness to practice, and attestations that:

- You are no longer impaired (or are currently under treatment for the impairment).
- The impairment and/or treatment for such does not interfere with your ability to practice.

If you answer “yes” to any of the Legal Status questions, you must submit official copies of legal documents related to the charges or claims that supports a personal written statement(s) that include:

- An explanation of the charges or claims
- A statement that the case is still pending in any legal jurisdiction and/or with any state/provincial agency, healthcare professional board, association, or with the CHC **OR** an explanation of how the charges or claims were resolved

**Recertification Deadline and Fees**

To maintain the CCH credential in good standing, CCH holders must submit all recertification requirements by November 30<sup>th</sup> each year. Past due submissions accrue late fees as detailed in Table 1.

**Recertification Fees**

If submitted by...	Recertification Fee	Late Fee	Total
Recertification Deadline (November 30th)	\$170	n/a	\$170
Within 30 days past the November 30th deadline (Dec 1st- Dec 30th)*	\$170	\$25	\$195
Greater than 30 days but within 60 days of the November 30th deadline (Dec 31st - Jan 29th)	\$170	\$50	\$220
Greater than 60 days but within 90 days of the November 30th deadline (Jan 30th - Feb 28th)	\$170	\$75	\$245

Table 1. Recertification Fees.

\*Contact information is removed from the CHC online directory for CCH-holders not recertified by December 31<sup>st</sup>. If/when recertification is approved, contact information will be reinstated.

Recertification submissions will not be accepted **after February 28<sup>th</sup>**. If recertification requirements are not met by this date, the CCH certification will be considered lapsed and the certificate holder may no longer use the CCH credential.

**Lapsed and Expired Credentials**

If recertification requirements are not February 28<sup>th</sup>, the CCH credential is considered lapsed. Reactivation of a lapsed credential is possible if the credential has been lapsed for two (2) years or less. Credential reactivation requires the four actions:

- Complete and submit the CCH Credential Reactivation Form



- Upload documentation of 15 CEUs per lapsed year (see Recertification CEU Requirements)
- Pay \$170 recertification per lapsed year(s)
- Pay \$100 reactivation fee

If the credential has been lapsed for more than two (2) years, the credential is expired and the certification process must be restarted as a new applicant.



## Appeals

Certificants may submit appeals regarding denied decisions for reconsideration by writing to the CHC within 5 business days of receiving notification of denial.

Written appeals regarding denied decisions for reconsideration must include name, address, email address, telephone number, CHC Certificate Number and a rationale (with appropriate documentation if necessary) for reconsideration of the denial. Decisions regarding appeals are final.

Written appeals can be made by email to [chcinfo@homeopathicdirectory.com](mailto:chcinfo@homeopathicdirectory.com) or mailed to:

Council for Homeopathic Certification  
PO Box 73  
Lewisville, AR 71845 USA

## CCH Retired Status

In recognition of the contributions certified homeopaths have made to homeopathic practice, education, and research throughout their careers, the CHC offers, at the time of retirement, the title of Retired Certified Homeopath. At the time of retirement, the certified homeopath may want to continue to use the designation of certified while indicating he/she has retired from practice. The designation is given to certificants who are no longer practicing, supervising or teaching homeopathy and have no plans to practice, supervise or teach homeopathy.

### CCH Retired Designation

The designation, CCH(Retired) or CCH(Ret), may be used on documents such as business cards, curriculum vitae, or resumes. With the designation CCH(Retired), retirees are not required to complete the annual recertification process. The one-time fee to obtain retired status is \$75.00.

### Retirement Status Requirements

Retirement eligibility requirements include:

- Be certified in good standing with the CHC
- Be retired from homeopathic practice with no plans to return to active homeopathic practice or teaching
- Submit of an application within one year after the expiration of your latest CHC recertification date.
- Sign an attestation affirming that the individual is longer practicing, supervising or teaching homeopathy and has no plans to practice, supervise or teach homeopathy
- Sign the Retirement Status attestation:
  - I hereby apply for Retired Status as a CCH Homeopath. I understand that Retired Status depends upon meeting all eligibility criteria. I acknowledge that I have retired from active practice and am no longer practicing, supervising or teaching homeopathy and have no plans to practice, supervise or teach homeopathy.
  - While holding the Retired Status, it will be my responsibility to remain in compliance with all CHC's ethical standards. The CHC has the right to revoke this status if I violate the applicable rules and regulations of the organization. Violation of CHC policy may also include sanctions, suspension and/or revocation of the original CCH credential.
  - I agree that, should I resume homeopathic practice, supervision or teaching within two years, I will request the retired designation be removed. In order to recertify after obtaining retired status, I am required to submit a letter requesting Reinstatement to Active Status, submit the required number of CEUs required for recertification during the time the retired status was in effect and pay a reactivation fee of \$150. If reactivation is requested two years or more after Retirement Status is awarded, I must apply for certification under the current certification requirements which includes passing the exam.
  - I understand that the information acquired in the application process may be used for statistical purposes and for the evaluation of the certification program.
  - To the best of my knowledge, the information supplied in this Application for Retired Status is true, complete, correct, and is made in good faith.



**Retirement Status Application Submission**

The [Retirement Status application](#) and \$75 fee must be submitted and postmarked within one year of the expiration of the current CHC recertification date. There is no grace period.

All applications must be complete to be processed. Missing information will delay the application processing.

Send the completed form to [chcinfo@homeopathicdirectory.com](mailto:chcinfo@homeopathicdirectory.com) and call 866-242-3399 to process a credit card payment. Alternatively, mail the completed form and payment to:

Council for Homeopathic Certification  
ATTN: Retired Status  
PO Box 73  
Lewisville, AR 71845

## Ethics Guidelines

Ethical standards and behavior for the profession of homeopathy are considered the bedrock of homeopathic care. Each CHC certificant represents the homeopathic profession in the eyes of the public and is expected to uphold the highest standards of professional conduct as described in the CHC's Code of Professional Ethics and Client/Patient Healthcare Rights. Applicants for certification, candidates and fully certified practitioners, pledge to uphold these standards in practice and in all interactions with clients.

### CHC Code of Professional Ethics

The CHC considers the following principles to be guides to the ethical practice of homeopathy, and to be morally binding on all homeopaths:

#### Ideals

The homeopath's high, and only, calling is to restore the sick to health—to heal, as it is termed—as defined by Samuel Hahnemann in the Organon.

#### Interactions with Clients

Conduct the homeopathic practice with vigilance, integrity, and freedom from prejudice, and treat all clients with respect and dignity. Make every appropriate effort to be available and accessible to ill clients requiring assistance. Never guarantee a cure, by spoken word or in writing.

Assist clients in weighing the possible benefits and risks of other (non-homeopathic) therapeutic options, helping them to consider conventional diagnostic procedures, routine screening tests, and therapies—acknowledging the usefulness of such procedures at appropriate times, even for those who may wish to avoid conventional treatment. A non-licensed homeopath shall not make a recommendation to discontinue current medications or treatments prescribed by a licensed healthcare practitioner. While the homeopath may freely educate his/her client concerning how homeopathic and pharmaceutical and other approaches diverge and even conflict, he/she must also leave no doubt that any and all responsibility for modification of the client's medication regime rests entirely with the client in consultation with the prescribing health care practitioner. The homeopath should ensure that any substantive discussions regarding prescribed medications and treatments are appropriately documented in the client's chart notes.

Render assistance to clients in emergency situations, to the greatest extent permitted by training and circumstances.

Practice within areas of competence. Consult with colleagues, or refer clients to other practitioners, in any situation involving conflict, inadequate training, or personal limitation—such as, but not limited to, any of the following:

- When any aspect of the client's case requires greater experience, training, or skill than the practitioner can offer
- When there is a need for diagnostic tests or procedures beyond the capacity of the homeopath
- When the homeopath's care is not providing reasonable, timely resolutions of the client's health problems
- When circumstances arise which create a conflict between the homeopath's personal and professional relationship with the client. If a homeopath's competence or judgment is impaired by physical or mental incapacity, or chemical dependency

Keep full and accurate records of all contacts with clients, including individual data such as name, address, phone number, date of birth, and case data such as medical history, dates and details of consultations, and summary of recommendations made.

Exercise appropriate discretion in the wording of any advertisements; practitioners who are not medically licensed with authority to diagnose and treat in the state/province where they practice should carefully avoid any reference to medical diagnosis or diagnostic tests, and focus on establishment of health rather than resolution of disease.

Unless you possess a healthcare license which precludes the need for disclosure/informed consent about homeopathy --then use a disclosure/informed consent form which clearly and accurately identifies your training, credentials, skills and nature of your work; ensure that each client signs this form which becomes a part of the client documentation.

### **Interactions within the Profession**

Honor the homeopathic profession, its history and traditions. Each practitioner's words and actions reflect upon the profession as a whole. Speak respectfully about fellow practitioners, both homeopathic and in other fields, acknowledging differences in styles of practice and training in a constructive way, whether in public or with clients.

Continue personal and professional development by undertaking further study, conferring with colleagues, and seeking greater understanding of homeopathic theory and practice, and supporting other homeopaths in that goal. Promote the art and science of homeopathy through appropriate research.

If conducting homeopathic research, give substances used in provings only to those individuals who have an understanding of the nature of the proving process, and who have volunteered, with written consent, to participate. Consider any person involved in experimental provings or other studies to be the researcher's client; be guided by the welfare of each person, and the moral imperative that the homeopath's only calling is to help make sick people well. Report research findings and clinical experience methodically, honestly, and without distortion. Identify any speculative theories clearly as such. Carefully honor the confidentiality of all clients whose cases are used in published articles, case conference presentations, or training lectures.

***Download the [CHC Code of Professional Ethics](#)***

## ***CHC Client/Patient Healthcare Rights***

The CHC considers the following to be rights of the client in a healthcare setting, to be respected at all times in homeopathic practice:

### **Access**

Each individual has a right to impartial access to homeopathic care, regardless of any personal belief, circumstance, or condition unless there is a valid legal reason that would prevent such access.

### **Confidentiality**

The client has a right to confidentiality. The homeopath must not communicate in any form the contents of case records or personal information obtained within the practitioner/client relationship, as outlined in any governmental regulations for Canadian and US health care providers, except with the written permission of the client, in the case of emergency, or in response to a valid demand by government authorities. Appropriate safeguards should be taken with client records to prevent any unauthorized access to them. Case records or summaries should be provided promptly when properly requested in writing by a client.

### **Boundaries**

The client has a right to expect the homeopath to keep appropriate professional boundaries in the client/practitioner relationship. The inherent nature of this type of relationship tends to place the practitioner in a position of influence, and the client in a position which may be, to some extent, dependent. The homeopath must therefore scrupulously avoid any exploitation of this relationship through inappropriate personal, sexual, or financial interaction always keeping in mind that the purpose of the relationship is to help improve the client's health.

### **Privacy**

The client has a right to be interviewed and examined in surroundings that afford reasonable visual and auditory privacy. Individuals who are not directly involved with the client's care shall not be present without the client's permission, and shall not observe through remote audio/video access, or through video recordings without the client's express consent.

### **Advocacy**

The client has a right to have another person present during any interviews or examinations. Physical examinations should only be performed by appropriate practitioners, and the client should remain disrobed only as long as is required for the examination. If the client is a minor, a parent or guardian has a right to be present during the examination and interview.

### **Self-Responsibility**

The client has a right to actively participate in any and all decisions regarding his or her health care. This includes the right to refuse any recommendations (of homeopathic care or other kinds of health care) or referrals to other practitioners, to the extent permissible by law even after being informed of possible adverse consequences. If a client or a client's legally-authorized representative declines to follow recommendations in such a way that this prevents the homeopath from providing care in accord with



professional standards, the homeopath may terminate the professional relationship with the patient/client upon reasonable notice, and in a professional manner.

**Adjunct Therapies**

The homeopath may offer, in addition to homeopathic care, any health-care skills that he or she is trained and competent to use, as long as such techniques or approaches are appropriate to the client's condition, and legal for the individual practitioner to practice. The homeopath must carefully explain such adjunct therapies, and make it possible for the clients to decline them if they wish. The homeopath shall make available documentation of his or her credentials and training for the practice of any type of therapy offered to the client, and must always allow the patient/client the freedom to accept or decline any type of therapy.

**Download the [CHC Client/Patient Healthcare Rights](#)**