



# CHBC Certification Exam Frequently Asked Questions

## What is required to take the exam? Are there any pre-requisites?

The only requirement to taking the CHBC Certification Exam is to be a current member of NSCHBC. Only Active members may use the CHBC designation following their name if they pass the exam. Associate and Affiliate members can say that they passed the exam, if they do so, but can't use the CHBC credential.

## What information is covered in the exam?

The CHBC Certification Exam covers all areas of the healthcare business environment. There are 12 major areas the exam focuses on which are: Consultant Professional Standards, Organizational Governance, Business Management, Financial Management, Human Resources Management, Revenue Cycle Management, Business Operations, Compliance, Quality Management, Information Management, Risk Management, Individual and Business Taxes, and Retirement.

## If I am fairly new to Healthcare Consulting should I consider taking the exam?

The CHBC Certification Exam is intended for seasoned business healthcare consultants who have demonstrated an understanding of the total healthcare business environment, both practice and financial management. We recommend becoming a member of the NSCHBC and gaining a few years of consulting experience before taking the CHBC Certification Exam.

## What are the costs involved?

Live Review Course (with Study Guide and CHBC Certification Exam).....	\$2,500.00
Online Review Course (with Study Guide and CHBC Certification Exam).....	\$1,900.00
Study Guide.....	\$150.00
CHBC Certification Exam .....	\$600.00

If you would like to purchase the Study Guide or schedule to take the CHBC Certification Exam please contact the NSCHBC Associate Director, [Ashlyn McKeithan](#). Registration for the 2017 next Live Review Course will open in early 2017 with the Annual Conference registration.

## Can I take the exam without taking either of the review courses?

Yes, but we find that those that take a review course are more successful.

## What study tools are available?

The NSCHBC has developed two different Review Courses to prepare you for taking the CHBC Certification Exam. The Society has also put together a Study Guide to help you study for the CHBC Certification Exam. The Study Guide is included in the cost of the Review Courses or can be purchased separately for \$300.00.

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### What are the differences in the two review courses?

The online review course is a self-paced, web based, course that allows the registrant to view slides that are pre-recorded and narrated by the standard NSCHBC certification course instructors. The registrant is allotted 90 days to complete the review course and to schedule a testing session, thus making it possible to work around a busy professional schedule. Additionally, this method facilitates the ability to review specific content as often as possible, depending on individual learning needs.

The live review course is an interactive course in which the registrants and instructors interact face-to-face in a class room setting during the NSCHBC's Annual Conference. The live course is presented by NSCHBC certification instructors and the registrant gains the added advantage of learning with peers and networking with other Society members attending the Annual Conference. A proctored exam session is held the last day of the course to allow students to take the exam while the information is fresh in their minds.

### When will the Online Review Course be available?

The Online Certification Review Course is currently being updated and is not available at this time. [Sign Up](#) to receive notifications on when the course will be available.

### When is the next scheduled Live Review Course?

The Live Review Courses are offered at our Annual Conferences each year. The next Live Review Course will be held May 17 – 19, 2017 in Indianapolis, IN, with the CHBC Certification Exam scheduled for Saturday May 20, 2017.

### How and where do I take the exam?

The CHBC Certification Exam is taken online so it is available anywhere in the United States. The exam must be proctored preferably by another CHBC. If there is not a CHBC near you the exam can be taken at a certified testing center. Exams must be scheduled with the NSCHBC Associate Director, [Ashlyn McKeithan](#).

### How long does the exam take?

The CHBC Certification Exam is a 4-hour timed exam. Each student completes the exam at their own pace but may not exceed 4 hours. Once you begin the exam you will not be able to pause the exam timer for any reason.



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### How will I know if I pass the exam?

You will be given your score once you finish the CHBC Certification Exam. A passing score is 70% or higher.

### If I pass the exam how do I show that I am now a CHBC?

You will receive a certificate stating that you are now a Certified Healthcare Business Consultant and the date you passed the exam. You may use the designation **CHBC** following your name and you may list in your credentials that you are a **Certified Healthcare Business Consultant**.

### What do I need to do to maintain my CHBC?

You must maintain your membership with NSCHBC and complete a total of 50 Continuing Education Hours every two years.

### What happens if I do not pass the exam?

If you do not pass the CHBC Certification Exam, the Certification Committee Chair will review your scores and contact you to go over areas to increase your studies. The exam fee includes one re-take of the CHBC Certification Exam, which must be taken within 1 month.