



CANDIDATE HANDBOOK

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CPH Certified in
Public Health



National Board of Public Health Examiners (NBPHE)

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The policies and procedures specified in the CPH Candidate Handbook are subject to change without notice.

Table of Contents

Introduction	5
Value of CPH Certification	5
CPH Purpose and Scope	6
Who Should Earn the CPH?.....	6
About NBPHE	7
NBPHE Board of Directors.....	7
Exam Development and Administration.....	8
Eligibility Requirements	9
Rationale for Eligibility Requirements	10
Exam Information	10
Exam Timeline	11
Exam Content Areas	11
Preparing for the Exam	12
Applying for the CPH Exam.....	12
Applying for the Examination as a Student or Alumni.....	12
Applying for the Examination Under Standard Eligibility Pathway	12
Application Requirements	13
Incomplete Exam Applications.....	13
Eligibility Appeals	13
Exam Fees.....	14
CPH Exam Bundles.....	14
Scheduling the CPH Exam.....	15
Special Testing Accommodations	16
Testing Options	17

Testing Option #1: Computer-Based Testing Centers	17
On Exam Day: Computer-Based Testing Centers	18
Testing Option #2: Live Online Proctoring	19
On Exam Day: Live Online Proctoring.....	20
Taking the CPH Exam	22
Inclement Weather, Power Failure or Emergency	23
Candidate Exam Comments and Evaluation	23
Testing Area Restrictions and Misconduct	23
Security.....	24
Candidate Support on Exam Day	24
After the Exam	24
Scoring.....	24
Results.....	25
Designation.....	26
Retakes.....	26
Confidentiality and Procedures	26
Validation or Cancellation of Scores.....	27
Recertification Requirements	27
Purpose of Recertification.....	28
Recertification Activity Guide	28
Lapsed Certificants	29
CPH Book Club.....	30
Activity Finder.....	30
Reinstatement Requirements	30
Audit Process	30
Recertification Appeals.....	31

Use of the CPH Credential	31
Questions About the CPH Credential	31
Additional Policies	32
NBPHE’s Code of Ethics	32
Nondiscrimination.....	34
Release of Information.....	34
Record Retention.....	34
Complaints and Disciplinary Policy	34
Appendix A – Candidates Rights and Responsibilities.....	40
Appendix B – Certificate.....	41
Appendix C – CPH Certificate Frames and Gifts	42
Appendix D – CPH Merchandise	43
Appendix E – Press Release.....	44
Appendix F – Accommodations Forms.....	45

Introduction



Congratulations on deciding to earn the Certified in Public Health (CPH) credential. We commend your commitment to advancing your career in the public health profession. The CPH Candidate Handbook provides information on applying for certification, test taking, and recertification.

The CPH certification represents a high level of professional achievement and is valued by employers and health departments. Thousands of individuals have taken the CPH exam. We wish you luck on the examination process and look forward to having you join the CPH community!

Value of CPH Certification

The CPH credential is the only one of its kind for public health that validates not only your knowledge of key public health sciences, but also your commitment to the field through continuing education focused on emerging and established public health issues. CPH professionals in the workforce protect and improve community health by promoting healthy lifestyles, researching disease/injury prevention, and

managing public health programs. In addition, CPH certification allows employers and other interest groups to identify individuals with the competencies needed to perform their role or task.

Benefits of Being CPH:

- Stay current on best practices and education
- Meet and maintain a national professional standard
- Increase recognition of the public health professions
- Invest in your career
- Evidence mastery of public health sciences
- Potential for promotions and salary increases
- Distinguish yourself from peers
- Go beyond your education
- Raise the visibility of public health



CPH Purpose and Scope

Public health professionals who have earned the Certified in Public Health (CPH) certification have demonstrated competence in all ten domain areas of the certification exam: data, analytics, and informatics; communication; leadership; law and ethics; disease and injury prevention; community engagement and partnerships; program planning and evaluation; program and resource management; policy and advocacy; and health outcomes population perspectives.

The CPH is for public health professionals who want to validate their skills and demonstrate their expertise. The exam assesses the competence of public health professionals, offering evidence of essential knowledge and a standardized benchmark for skills. The CPH requires continuous professional development for maintenance.

Who Should Earn the CPH?

The CPH credential is designed for public health professionals, including public health students, alumni, educators, administrators, and researchers, seeking to validate their knowledge of core public health sciences. Eligible individuals include:

- Students of a CEPH-accredited school or program of public health.
- Alumni who have completed all degree requirements for a Master's or Doctoral level degree.
- Public health faculty with a graduate-level degree and at least three years of experience teaching or working in public health.
- Public health professionals working in health departments, non-profits, or government agencies focusing on health promotion and disease prevention.

View our full eligibility requirements on page 9.

About NBPHE

The National Board of Public Health Examiners is an organization that works to advance the public health profession through certification. In a diverse, multidisciplinary field, certification provides a shared foundation of knowledge, validation of competence, and accountability that supports professionals and builds public trust. Certification affirms a commitment to excellence, ethical practice, and lifelong learning, creating a shared language for practice and strengthening collaboration across roles, sectors, and settings under a common standard.

NBPHE's mission is to ensure public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health, and the CPH credential serves as proof of this competency to employers. NBPHE's goal is also to strengthen the public health workforce through certification, including facilitating recognition of the important role of public health workers in protecting the nation's health and safety. The co-founding organizations of NBPHE 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



NBPHE Board of Directors

Governed by leading public health professionals in practice and academia, the NBPHE Board of Directors advances the public health profession through certification programs. The NBPHE Board of Directors is responsible for essential decisions related to the development, administration, and ongoing maintenance of NBPHE's certification programs. The NBPHE Board of Directors ensures that all application and eligibility requirements, examination development and administration, recertification requirements, and all certification program policies and procedures are directly related to the purpose of the CPH Certification Program.

Exam Development and Administration

The CPH Job Task Analysis (JTA) Committee, CPH Item Writing Committee, CPH Exam Form Development Committee, and CPH Standard Setting Committee have critical and cyclical responsibilities that include development of the CPH content outline, review of content relevancy, review of items (questions), evaluation of performance data, and establishment of the passing standard for the CPH exam. NBPHE ensures the validity, reliability, and legal defensibility of the CPH Certification Program.

The CPH certification exam assesses and measures the competency of candidates against a body of knowledge, and skills designed to demonstrate the depth and breadth of knowledge appropriate for effective practice in the public health profession.

NBPHE conducts the CPH JTA every 5 to 7 years to establish the knowledge and skills required for entry-level certified public health professionals and verify the exam content. The JTA defines the tasks performed by public health professionals currently holding the CPH credential. The purpose of the JTA is to describe and outline the tasks performed by public health professionals for which the CPH examination was developed.

The rationale for performing the JTA every 5 to 7 years is to ensure that the exam content reflect changes in the field, determine the criticality and frequency of each task and if they tasks still apply in the job of today's CPH.

The results of the JTA influence to what extent the CPH exam content is revised. The CPH is based on an explicit set of tasks which were determined through the JTA study conducted on CPHs. The tasks are grouped into domains and each task is associated with knowledge statements. The exam specifications are established or revised at the same time as the development of the exam content outline. The specifications include the total number of test items (scored and pretest), test item type(s), total test duration, and scoring methodology.

All exam items are directly linked to the approved exam specifications and are written, reviewed, and approved by trained CPH item writing and review subject matter experts along with NBPHE's independent testing agency.

Independent Testing Agency

Meazure Learning has been contracted by NBPHE to assist in the development, administration, scoring, score reporting, and analysis of NBPHE's certification programs. Meazure Learning is a leader in the testing industry, offering certification, licensing, and academic assessment solutions worldwide.

Eligibility Requirements

NBPHE has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by NBPHE have an acceptable level of knowledge and proficiency needed to provide services expected of a CPH. Once your application is approved, your eligibility is permanent. There is no deadline by which candidates need to take the CPH exam. Candidates must meet the following eligibility criteria:

 <p>Students</p>	<p>Students of a CEPH-Accredited School or Program of Public Health **</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. 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>Apply under our Student (CEPH-Accredited) Pathway.</p>
 <p>Alumni</p>	<p>Alumni of a CEPH-Accredited School or Program of Public Health **</p> <p>Completed all degree requirements for a Master's or Doctoral level degree.</p> <p>Apply under our Alumni (CEPH-Accredited) Pathway.</p>
 <p>Public Health Faculty</p>	<p>Faculty who have a graduate-level degree and at least three years' of experience teaching public health or working on public health. Teaching experience can be either at the undergraduate or graduate level. Courses taught must directly relate to public health.</p> <p>Apply under our Standard Eligibility Pathway.</p>
 <p>Public Health Work Experience</p>	<p>Individuals who have:</p> <ul style="list-style-type: none"> at least a bachelor's degree and at least five years' public health work experience <p>OR</p> <ul style="list-style-type: none"> at least a master's degree and at least three years' public health work experience <p>will be eligible to take the CPH exam. Applications will be reviewed based on public health work experience, indicating the scope of foundational knowledge that has been acquired based on the ten essential public health services.</p> <p>Apply under our Standard Eligibility Pathway.</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.

**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.



Please take the time to further explore the [CPH Eligibility Requirements](#).

Candidates who apply but are found to be not eligible will be notified by NBPHE. Once the application is approved, candidates are indefinitely eligible to take the CPH exam.

CPH certification is achieved and awarded when all eligibility requirements have been met, and the candidate successfully passed the CPH examination.

Rationale for Eligibility Requirements

The CPH eligibility requirements were recommended by the CPH Certification Advisory Committee which was responsible for the initial development of the certification program. The eligibility requirements were then approved by the NBPHE Board of Directors. The advisory committee determined that three to five year work experience in public health is needed for candidates applying under the work experience pathway to meet proficiency and knowledge across the ten domains in the CPH exam content outline. The advisory committee also recommended different pathways for CPH certification as part of the exam application process so that public health professionals at different education levels and stages of their career could apply for the exam.

Completion of a master's in public health education program at a CEPH accredited school of public health is required by students and alumni to ensure the graduate program's quality and integrity and vets the institution's curriculum and teaching practices. Graduate education is necessary because the CPH must bring a high level of public health competence and knowledge to protect and improve community health.

For candidates applying under the standard eligibility pathway which includes work experience, a bachelor's degree in any concentration and at least five years of public health work experience; a relevant graduate-level degree and at least three years of public health work experience; or at the graduate level, a certificate from a CEPH-accredited or applicant program and at least three years of public health work experience is required to ensure that public health professional applying for the exam have the relevant knowledge of public health practice.

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. 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

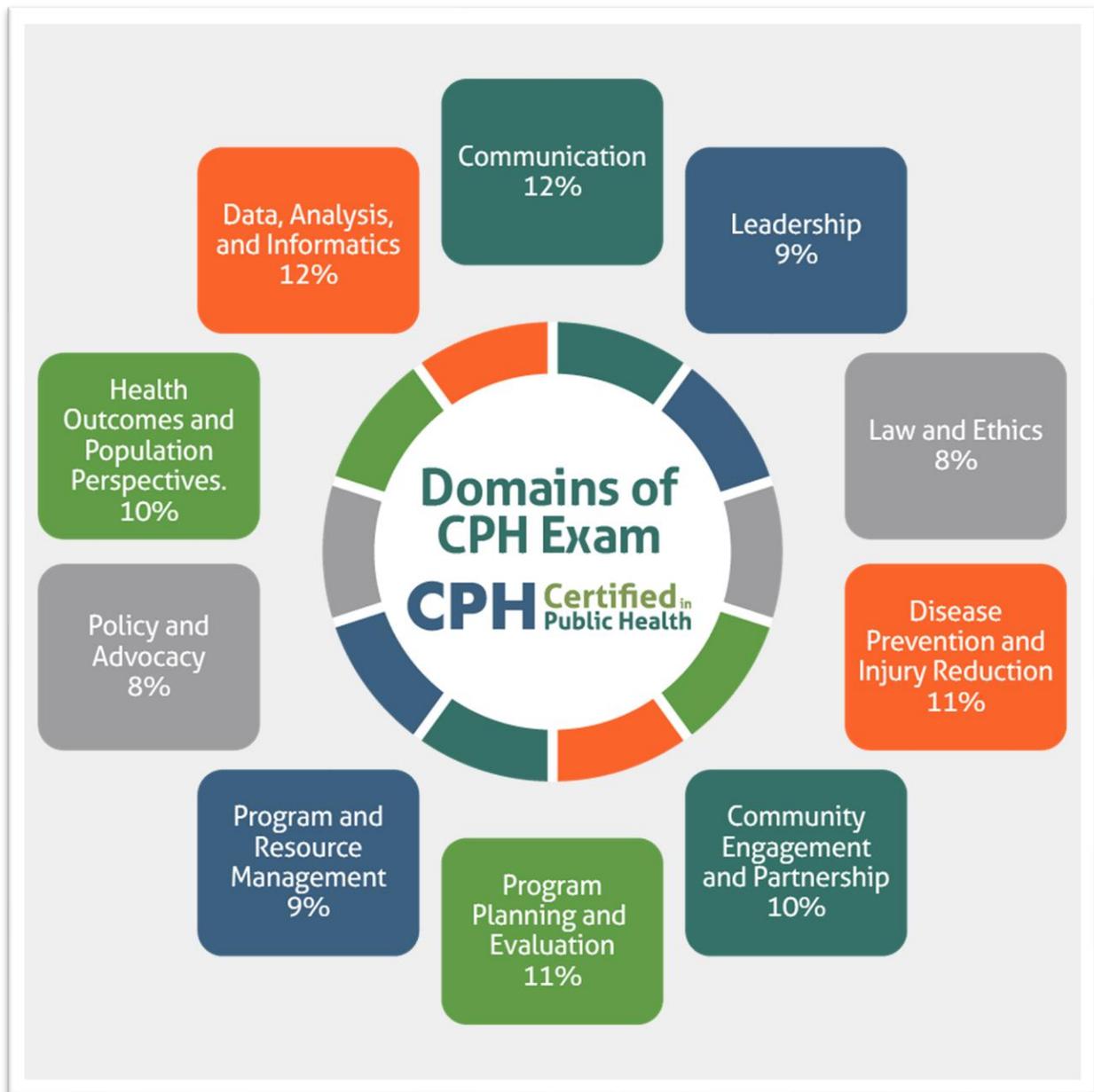
allows the question to be validated as accurate and appropriate before it is included as a measure of candidate competency.

Exam Timeline

The CPH exam is administered **all year round at computer-based testing centers and by live online proctor**. [View information about the exam administration timeline.](#)

Exam Content Areas

The CPH exam has ten domain areas; the [CPH Exam Content Outline](#) provides a detailed list and description of the topics within each domain area.



Preparing for the Exam

The following study resources are available for CPH exam preparation:

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

Visit the [CPH Study Resources webpage](#) for more information.

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.

Applying for the CPH Exam

Before applying, carefully review the information contained in this handbook. Taking the CPH certification exam is voluntary. NBPHE strictly adheres to the eligibility requirements to sit for the exam and for certification. It is the responsibility of the applicant to comply with all policies, procedures, and deadlines in order to establish eligibility to take the CPH exam.



Applying for the Examination as a Student or Alumni

Candidates may [Apply for the Examination](#); however, they will not be allowed to schedule an examination appointment until their educational program has electronically confirmed their eligibility as a student or alumni. Once NBPHE receives the educational verification, candidates will be sent an email indicating they may schedule an examination appointment along with scheduling instructions.

Applying for the Examination Under Standard Eligibility Pathway

Candidates may [Apply for the Examination](#); however, they will not be allowed to schedule an examination appointment until the exam application is approved. Approval requires evidence that the candidate's public health experience aligns with the ten essential public health services, and receipt of the student transcript and resume. Once NBPHE has approved the exam application, candidates will

receive an email indicating that they may schedule an examination appointment along with scheduling instructions.

Application Requirements

Candidates will need to create an account on NBPHE's [CertCentral Portal](#) to apply for the CPH exam. The following forms must be submitted along with the appropriate exam application fee:

- Online CPH Exam Application
- Online acceptance of the Application Attestation and [NBPHE's Code of Ethics](#)
- Online Request for Special Accommodations Form (if applicable)

Note: Applicants under the Standard Eligibility Pathway must also submit a college transcript (Word document or .pdf only).

When completing the exam application, verify that the name on the application matches the name on the identification (ID) which will be used for admission to the test location or the live online proctor testing session (see section on Identification Requirements).

The online exam application form and all supporting materials must be submitted. NBPHE's certification staff will review all CPH exam applications. Please allow at least 2 weeks for review. Candidates will receive a confirmation email from NBPHE once the application is approved.

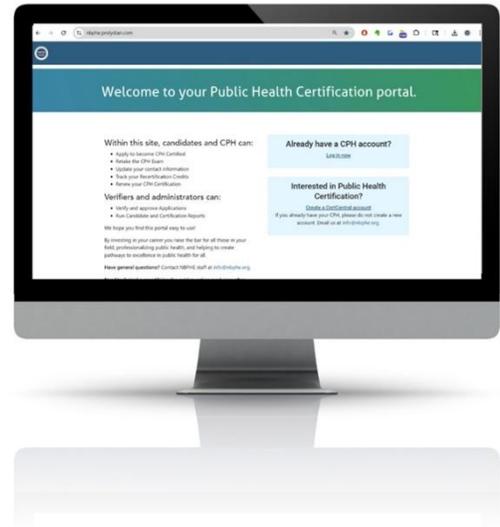
Incomplete Exam Applications

An application will be considered incomplete if any of the requested information is missing or the appropriate fee is not included.

Applicants whose eligibility has been reviewed by NBPHE's certification staff and deemed incomplete, or ineligible will be notified electronically of the applications deficiencies and possible remedies. If the applicant does not respond, or fix identified deficiencies, a notification will be sent to inform the applicant that the application will not be processed.

Eligibility Appeals

A candidate whose eligibility has been denied by NBPHE may appeal the decision to the NBPHE Governance Committee within 30 calendar days of receiving notification of ineligibility. The candidate must submit the appeal in writing and explain in detail: 1) The nature of the request and the specific facts and circumstances supporting the request, and 2) all reasons why the action or decision should be changed or modified. The candidate must also provide accurate copies of all supporting documents.



Eligibility appeals will be reviewed by NBPHE's Governance Committee and responded to within 15 business days of receipt of the appeal request letter.

If the issue cannot be resolved by NBPHE's Governance Committee, they will refer the appeal to the NBPHE Board of Directors. The decision of the NBPHE Board of Directors is final.

Exam Fees

The regular fee for the CPH exam is \$385. 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. **The exam registration fees are not refundable or transferrable.** 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.

Exam Fee Discounts

The NBPHE offers partnership discounts to organizations, schools and programs of public health, and sponsoring employers who commit to promoting the CPH.

Employees, members, students or alumni of NBPHE partner organizations/groups will automatically receive a discount by indicating their affiliation within the CPH exam application. For individuals with multiple affiliations, the lowest discount price will apply. [View list of Partner Organizations/Groups with Discounts.](#)

CPH Exam Bundles

Take Two – this includes your regular exam fee plus a free retake if you missed your scheduled exam time or you need to retake the exam for any reason. Available for \$435 (\$100 savings).

Prepped and Ready – this includes the free retake as well as a 3-month subscription to TestRun where you will find additional test prep tools, like flashcards and practice exams. Available for \$485 (\$109.95 savings).

All the Goods – this includes the free retake, 3-months with TestRun, the additional third NBPHE practice exam, and the digital version of the APHA Study Guide. Available for \$535 (\$122.95 savings).

For bundles: no refunds, no additions, and no combining with discounts/vouchers.

Rescheduling Exam Fee

Exams rescheduled more than 10 days prior to the exam date incur no rescheduling fee. Exams rescheduled between 2 and 10 days prior to the exam date incur a \$15 rescheduling fee. Exams rescheduled less than 2 days prior to the exam date incur a \$150 fee. At the time of cancellation, candidates may select a new date or temporarily cancel. There is no testing deadline; CPH eligibility is indefinite. However, once CPH applications are approved, no refunds will be issued.

Day of Testing Appointment	Must Reschedule/Cancelled 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

Retake Exam Fee

Candidates who do not pass the CPH examination (or those who were absent on the scheduled exam date) may schedule additional attempts. Reapply online via [CertCentral](#). The retake fee is \$150 for each subsequent attempt. Once paid, candidates will receive an email from Meazure Learning with scheduling instructions.

Missed Appointments and Forfeitures

Candidates 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.

Scheduling the CPH Exam

After the CPH exam application has been approved, candidates will receive an email notification from NBPHE confirming eligibility to sit for the CPH exam. Meazure Learning will send a Notice to Schedule (NTS) via email, which will include a username, password, and any additional information needed to schedule the testing appointment. Two test administration options are available: in-person test centers and live online proctoring (LOP).

Most testing centers have morning and afternoon testing sessions available. Because seats are filled on a first-come, first-served basis, based on test center availability, candidates are encouraged to schedule the test appointment as soon as the NTS is received. Candidates will receive confirmation of the test location, date, and time via email. Candidates must bring the printed email confirmation to the test site.

To test by Live Online Proctor, candidates will test from their own computer rather than going to an in-person test center. LOP exam 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. Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. Candidates must submit the test scheduling request at least two (2) days before the preferred test date.

An email reminder will be issued to eligible candidates who have not yet completed test scheduling. For questions regarding examination scheduling, contact Meazure Learning Candidate Support by phone at 919-572-6880 or email candidatesupport@meazurelearning.com.

Special Testing Accommodations

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

Reasonable accommodations are provided for candidates with disabilities, those who are pregnant or have a related medical condition, and those who are lactating. Accommodations are treated as confidential, and used solely to evaluate the request for accommodation, in accordance with applicable law.

Reasonable accommodations provide candidates with disabilities, those who are pregnant or have a related medical condition, and those who are lactating with 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, documentation submitted, and appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Candidates must submit a completed Accommodations Form. Requests for accommodation must be submitted no later than 30 days before the candidate's preferred testing date. NBPHE will review requests for accommodations within 14 days of receipt.

Documentation submitted in support of a request for an accommodation due to a disability, pregnancy or related medical condition, or lactation must generally include:

1. The candidate's name, email address, and telephone number.
2. The name of the exam for which the accommodation is requested.
3. The name of the specific disability or medical condition, if applicable.
4. The qualified medical professional's (or professional's) recommended examination accommodation.
5. The qualified medical professional's (or professional's) signature, name, title, professional credentials, telephone number, and/or email address.
6. The date of assessment upon which each medical professional's (or professional's) report is based.

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7. For accommodations due to lactation only:
 - The date of birth for the child being breastfed.
 - Copy of the child’s birth certificate or similar documentation.

[View and Download the Exam Accommodations Forms.](#)



Appealing Denied Requests

If an exam accommodation is denied in part or in full, candidates may appeal against the decision by submitting an appeal request with additional documentation and a copy of an associated prior accommodation request to NBPHE’s Appeals Committee at info@nbphe.org. All appeals must be submitted within 15 days of the date that a request for accommodation is denied.

Testing Options

Testing Option #1: Computer-Based Testing Centers

All candidates are able to test at a testing center. Measure 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.](#)

Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. Candidates must submit the test scheduling request at least two (2) days before the preferred test date. Most testing centers will have morning and afternoon testing sessions

available. Because seats are filled on a first-come, first-served basis, we encourage scheduling the test appointment as soon as the NTS is received. Candidates will be notified of the exact test location, date, and time via email. Candidates must bring the printed email confirmation to the test site. Candidates will be provided with a white board if they test at a computer-based testing center.

On Exam Day: Computer-Based Testing Centers

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). Candidates 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.
- The first and last name on the notice must match the first and last name on the candidate's identification exactly.
- Nicknames are not acceptable.
- For candidates with more than one last name listed on their government-issued photo ID, the same last names must be reflected on the confirmation email.
- For candidates with a hyphenated last name, it must be hyphenated on both the identification and on the 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 NBPHE at least one week prior to the 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.
- Candidates may take one break during the exam and will repeat security process before restarting exam. Time for break and second security process will be included in four-hour testing window.
- Cell phones are NOT permitted.
- Smoking is NOT permitted.
- Water in a clear bottle is allowed. Any other food or beverages is not allowed in the exam area.
- While water in a clear container is allowed during Live Online Proctor sessions, it is not allowed at live testing centers.
- 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 the candidate back into the examination. If this occurs, inform the proctor that the connection has been lost and they will assist in logging back into the exam. Upon logging back into the exam, candidates will resume at the first unanswered question. The 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).

Testing Option #2: Live Online Proctoring

Live online proctoring allows candidates to take the exam from their own computer if a testing center is too far. Live online proctoring is available 24 hours a day, 7 days a week, all year long. **NOTE:** During the LOP session, the proctor will log in remotely onto the candidate’s computer.

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

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

TYPE	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
Browser Compatibility	Mozilla Firefox	Google Chrome
*ProctorU Extension	Mozilla Firefox Extension	Google Chrome Extension
Internet Connection	Wi-Fi Connection	Wired Connection
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps

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

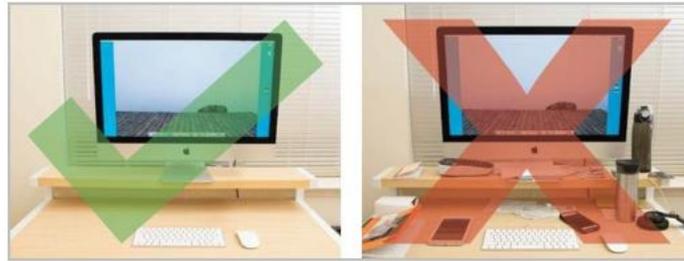
After reviewing the requirements LOP technical requirements above, [Click Here to Log Into ProctorU to Test Your Equipment](#). Also, learn [What to Expect During your Proctored Exam](#).

On Exam Day: Live Online Proctoring

LOP candidates may begin to access the exam no more than 15 minutes before their scheduled exam time. Please review the following details in preparation for the live online proctoring session.

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, candidates attest to understanding that the 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, candidates agree to have the examination session recorded and reviewed by the testing agency and testing program owners.

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

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

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

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). Candidates 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.
- The first and last name on the notice must match the first and last name on the candidate's identification exactly.
- Nicknames are not acceptable.

- For candidates with more than one last name listed on their government-issued photo ID, the same last names must be reflected on the confirmation email.
- For candidates with a hyphenated last name, it must be hyphenated on both the identification and on the 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 NBPHE at least one week prior to the testing appointment if needed.

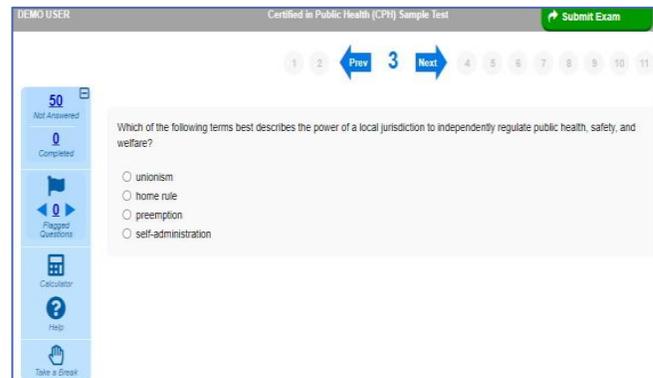
See additional information for [ProctorU Live Online Proctoring](#).

Taking the CPH Exam

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

Candidates will have **four hours** to complete the examination. The examination will end if the time allowed is exceeded. A digital clock will indicate the time remaining to complete the examination. The “Time” feature may be turned off during the examination.

Candidates may take one short break during the examination. Time spent on this break does count towards the 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. Candidates may move back and forth through the questions. Candidates can flag questions to revisit them later during the exam session. On the left-hand side of the screen, there’s a summary of the number of answered questions, unanswered questions, and flagged questions. Click on the summary of each of these sections to review these subsets of questions.

When the examination is completed, the number of examination questions answered is reported. If not, all questions have been answered and there is time remaining, candidates 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 the exam. Time spent reviewing the tutorial counts against the exam time so candidates should consider reviewing the tutorial prior to taking their exam.

Inclement Weather, Power Failure or Emergency

Review the [Closed Testing Centers Link](#) before the examination to determine if Measure Learning has been advised that any Test Centers are closed. Candidates will be contacted by Measure Learning by email and phone if a site closes and will work to reschedule the testing appointment. Candidates who feel conditions in their area make it unsafe to travel to the testing center must contact Measure Learning 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 candidates back into the exam. If the candidate loses Internet connection, inform the proctor who will assist in logging back into the exam. Upon logging back into the exam, candidates will resume at the first unanswered question. The exam time remaining will be exactly the same as it was when the Internet connection was lost.

Candidate Exam Comments and Evaluation

During the exam, candidates 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, candidates are asked to answer a short evaluation of their examination experience.

Testing Area Restrictions and Misconduct

The following actions by candidates during the examination at a testing center or via live online proctoring will constitute misconduct and result in an automatic dismissal from the examination, cancellation of scores, and forfeiture of examination fees:

- Failure to adhere to testing examination restrictions
- Creating a disturbance, being abusive, or being otherwise uncooperative
- Bringing restricted materials into the testing area. Prohibited items include, but are not limited to, the following: calculators, pagers, cell phones, electronic digital devices (PDAs, iPads, tablets, netbooks, watches, and the like), recording or photographic devices, weapons, briefcases, computers or computer bags, and handbags or purses.
- Using electronic communications equipment such as cellular phones, iPads, tablets, watches, smart glasses, PDAs, or pagers
- Gaining unauthorized admission into the examination testing area
- Attempting to take the examination for another individual
- Giving help or receiving help or being suspected of doing so during or after the examination
- Possessing books, notes, or other resources and study aids
- Recording or attempting to record examination questions or making notes
- Candidates may NOT discuss test questions, topic areas or scenarios, or possible answers, either during or after the test administration, with any other person(s) which includes other examinees or potential candidates.

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.

Security

All proprietary rights in the examinations, including copyrights and trade secrets, are held by NBPHE. In order to protect the integrity of the examinations and to ensure the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling copyrighted proprietary examinations.

Any attempt to reproduce all or part of the examinations, including, but not limited to, removing materials from the examination room, aiding others by any means in reconstructing any portion of the examinations, selling, distributing, receiving or having unauthorized possession of any portion of the examinations, is strictly prohibited by law.

Alleged copyright violations will be investigated and, if warranted, may result in legal action or other appropriate consequences. It should be noted that all examination scores may be invalidated in the event of this type of suspected breach.

A candidate can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, if through proctor observation, statistical analysis, and other evidence that the candidate's score may not be valid or that the candidate was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of the examination.

Candidate Support on Exam Day

CPH exam candidates requiring support on exam day must contact Meazure Learning at 1(855) 772-8678 or email candidatesupport@meazurelearning.com.

After the Exam

Scoring

CPH examinations are scored by Meazure Learning after the close of each testing window. Examinations are not scored at testing centers. A statistical report of scoring is reviewed by a psychometrician and the examination committee to assure ongoing quality of the examinations.

All scores are reported on a scale of 300 to 800 with 500 being the passing score. The scaled score is neither the number of questions answered correctly nor the percent of questions answered incorrectly.

Candidates cannot look at the scaled score and determine the number of correctly answered questions needed to pass the examination.

Results



CPH exam score report will include a “pass” or “fail” result. NBPHE offers instant scoring for 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. No results will be reported over the telephone.

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.”

Candidates who meet all eligibility requirements and successfully pass the exam will receive a confirmation letter, hard copy certificate, and CPH lapel pin from NBPHE via mail approximately two weeks after being notified of their passing the exam. Newly-certified candidates will also be able to access their score report and a digital copy of their certificate from their CertCentral Profile.

A searchable list of all active CPH certificants is available online on NBPHE's website. New CPH certificants are added after all candidates are notified of their status.

Designation

Candidates who pass the CPH exam may use the CPH designation after their name as a professional credential. Candidates should list their CPH credential on their resume or other professional records.

The CPH designation cannot be used by individuals who fail to maintain the CPH credential by meeting recertification requirements.

Retakes

Candidates who do not pass the CPH examination are eligible to retake the exam. To retake the exam, the candidate will be notified via email with instructions. There is no limit on the number exam retakes.

Confidentiality and Procedures

NBPHE is committed to protecting confidential information related to applicants, candidates, and certificants. Confidential materials include, but are not limited to an individual's application, application status, personal applicant /certificant information, exam items and answers, exam forms, and individual exam scores.

Personal information about a candidate/certificant will only be released to that candidate/certificant if release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicant /certificants with an initial exam application or recertification application is considered confidential. Personal information retained within the applicant/certificant database will be kept confidential.

Exam scores are released only to the examination candidate unless a signed release is provided in writing by the individual or is required by law. Scores are only released to the candidate and are not released by telephone.

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.

Validation or Cancellation of Scores

NBPHE and Measure Learning maintain a comprehensive quality-assurance program to ensure the validity, reliability, and integrity of all reported examination scores.

Monitoring processes are in place to detect and document any errors, anomalies, or irregularities in examination development, administration, or scoring. In the event of candidate misconduct or other violations of examination regulations, NBPHE reserves the right to withhold or void examination results following investigation.

All identified issues are documented along with the corrective and preventative actions taken, and records are retained to provide evidence of compliance with quality-assurance standards.

Recertification Requirements

It is the responsibility of the CPH certificant to comply with all procedures and deadlines in order to maintain their credential. NBPHE strictly adheres to the following CPH recertification requirements:

- Report 30 recertification credits every 2 years.
 - Credits must relate directly to public health.

- Submit the CPH recertification application and fee to maintain active CPH status.
 - Certificants should allow two weeks for processing recertification applications.

NBPHE will email CPH certificants their first recertification reminder 6 months prior to their certification expiration date; however, it is the CPH certificant's responsibility to be aware of and comply with recertification requirements.

CPHs are responsible for maintaining documentation of their recertification credits and may be required to submit documentation during random audits. Certificants must report recertification credits on the CertCentral portal.

CPHs can apply for a three- or six-month extension to allow enough time to make up the credits to recertify. If the certification is lapsed for less than 5 years, the lapsed certificant will be able to reinstate their CPH (see Reinstatement Requirements section).

If the certification lapses for more than 5 years, the lapsed certificant must retake the CPH exam.

Purpose of Recertification

To maintain use of the CPH credential, recertification is required every three years. The three-year recertification period is based on both the scope of issues that public health professionals face and that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely so that CPH certificants remain current with best practices and emerging knowledge.

NBPHE supports the ongoing professional development of CPH certificants. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement, and expansion of their knowledge and skills pertaining to public health and prevention and new initiatives and advancements in the field.

Recertification also provides encouragement and participation in ongoing professional development activities and lifelong learning. To support this purpose, the recertification requirements require a variety of continuing education and professional activities that enhance ongoing professional development, maintain proficiency, recognize learning opportunities, promote continued professional growth, and provide a process for both attaining and recording professional development achievements.

Recertification Activity Guide

Recertification credits must relate to the [CPH Exam Content Outline](#) and can be earned in a variety of ways, including conferences, webinars, workshops, academic coursework, volunteer activities and more.

CPHs can earn recertification credits from any provider and also find recertification activities by visiting the [CPH Recertification webpage](#).

Please be sure to review the Recertification Activity Guide for a list of credits and number of hours for each:

Continuing Education/ Professional Development Activity	CPH Credits
Academic CEPH-Accredited or Other Accredited School or Program – Semester-Long Course	15 CPH credits per course
Academic CEPH-Accredited or Other Accredited School or Program – Trimester/Quarter-Long Course	10 CPH credits per course
Academic Course – Teach	10 CPH credits per course
AJPH Article Review	1 CPH credit per article (<i>Up to 6 credits per cycle</i>)
Conferences/Meetings – Participation/Attendance	1 CPH credit per 1 hour
Courses Taken – Online Training Courses	1 CPH credit per 1 hour
Courses Taken – In-Person Training Courses	1 CPH credit per 1 hour
CPH Book Club Participation	5 CPH credits per year
Dissertation	15 CPH credits per year
Earning Other Public Health-related certifications	10 CPH credits
Grant Review (Technical)	10 CPH credits (<i>Up to 20 credits per cycle</i>)
Grant Submission (Approved)	10 CPH credits (<i>Up to 20 credits per cycle</i>)
Guest Lecturer	1 CPH credit per 1 hour
Item Writer for CPH Exam or Study Guide	10 CPH credits per year
Leadership Institute Participation	1 CPH credit per 1 hour
Manuscript Review (Technical)	6 CPH credits per manuscript
Medical/Clinical Residency	15 CPH credits per year
Mentoring Program	6 CPH credits per year
Podcasts	1 CPH credit per 1 hour
Presentation Attendance (Online/In-Person)	1 CPH credit per 1 hour
Presenting (Online/In-Person)	1 CPH credit per hour of a presentation (<i>Up to 5 credits per presentation including prep time</i>)
Public Health Fellowship	15 CPH credits per year
Publication (Peer-reviewed)	10 CPH credits per article
Seminar Participation	1 CPH credit per 1 hour
Site Visits/Training for Public Health Accreditation Organizations	1 CPH credit per 1 hour
Teach Multi-Day Course	10 CPH credits per course
Volunteer/Leadership Service	1 CPH credit per 1 hour (<i>Up to 20 hours per cycle</i>)
Webinar Participation	1 CPH credit per 1 hour
Workshop – Create and Lead	6 CPH credits per course
Workshop Participation	1 CPH credit per 1 hour

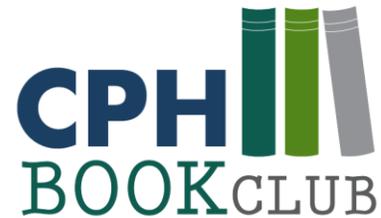
Lapsed Certificants

CPH recertification is mandatory for all certificants. If the certificant does not recertify, their CPH certification will be lapsed by the recertification deadline date. Individuals whose certification has lapsed, suspended or revoked may not represent themselves as a certified CPH and may not use the

designation until they receive official notice that the recertification requirements have been satisfied or that certification status has been reinstated.

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.



Activity Finder

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 an [Activity Finder tool](#) where CPHs can easily find recertification activities.



Reinstatement Requirements

If CPH certification has been expired for 31 days or more from their expiration date an individual may reinstate their certification by:

- Reporting 30 recertification credits that support the CPH for every 2-year period that has been missed.
- Submitting the online CPH Reinstatement Application, and fee.

If the application is approved, the individual's CPH expiration date will be the same as if the certification had been renewed on time.

Audit Process

NBPHE reserves the right to verify reported recertification activities. If selected for an audit, the CPH certificant will be asked to submit documentation for recertification activities reported. NBPHE randomly audits approximately 5% of recertification applications for review. Those selected for an audit will be required to submit documentation for each recertification activity reported during their 2-year cycle.

Certificants should retain all records for at least two years following the cycle end date.

If credit for any recertification activity is denied as a result of the review, the certificant will be given 60 days to report additional hours to address the deficiency. The certificant will remain authorized to use the CPH designation during this 60-day period. If the deficiency is not cured within the 60-day period, a

deficiency notice will be sent. If the necessary credits remain unreported the individual will no longer be certified and will not be authorized to use the CPH designation.

Recertification Appeals

The recertification decision will be based solely on materials submitted by the CPH certificant. Appeals regarding recertification eligibility and status must be submitted in writing to NBPHE's Director of Certifications 30 calendar days after the adverse decision or notification. The individual must submit the appeal in writing (email is acceptable) and explain in detail: 1) The nature of the request and the specific facts and circumstances supporting the request, and 2) all reasons why the action or decision should be changed or modified. The candidate also must provide accurate copies of all supporting documents. NBPHE's Director of Certifications will review the appeal within 15 days.

Use of the CPH Credential

The CPH credential may be used once the applicant has received written notification from NBPHE that they have successfully completed all requirements, including passing the exam. After receiving official notification of the CPH designation, certificants may use their credential in all correspondence and professional relations. The CPH credential is used after the certificant's name following any academic degrees and licensure (**e.g., First Last, MPH, CPH**).

The certification mark may be used only as long as the CPH certification is active.



Questions About the CPH Credential

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

National Board of Public Health Examiners

Email: info@nbphe.org

Phone: 202-296-3050

Web: www.nbphe.org

Additional Policies

NBPHE's Code of Ethics

NBPHE and Measure Learning do not discriminate against any candidate for certification on the basis of race, color, creed, age, national origin, ethnicity, gender, gender identity, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria approved by the NBPHE Board of Directors.

Preamble

The purpose of code of ethics is to communicate the National Board of Public Health Examiner's (NBPHE) expectations regarding ethical behavior of its certified professionals and candidates applying for certification. This policy contains the standards of conduct and ethical behavior expected of professionals certified in public health and certified in disease intervention (hereafter referred to as "certified professionals").

All certified professionals and certification candidates 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 recertification process fosters life-long learning, professional development, and promotion of the public health profession. Certified professionals who violate any provision of NBPHE's Code of Ethics are subject to investigation. The outcome of such investigation could lead to temporary or permanent loss of the credential.

I. Responsibilities to the Community, Society, and 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 they occur.
- Value and respect all individuals and populations equally.
- Recognize historical injustices, correct injustices, and promote reconciliation in public programs and initiatives.

II. Responsibilities to the Population Served

- Apply skills with competence.
- Disseminate timely information that safeguards the health of the public.
- Perform professional duties with the utmost degree of integrity to preserve and increase public trust.
- Protect confidential information, uniquely identifiable data, and the anonymity of people being served in accordance with applicable federal, state, and local laws.

III. 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.
- Protect confidential information, uniquely identifiable data, and the anonymity of people they work with in accordance with applicable federal, state, and local laws.
- Promote the best use of employees’ knowledge and skills.

IV. Responsibilities to Diversity, Equity, and Inclusion

- Promote a culture of inclusivity and cultural humility that seeks to prevent discrimination based on race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Act in a manner free of bias regarding race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Create and maintain internal organizational structures and external collaborations that allow for the participation of individuals and groups regardless of demographic, political, cultural, or social characteristics.
- Demonstrate empathy, compassion, and provide accommodations when interacting with people with disabilities.

V. Responsibilities to the Profession of Public Health and the NBPHE

- Uphold the values, ethics, and mission of the profession and NBPHE as the certification provider.
- Accurately and appropriately represent academic and professional qualifications.
- Become proficient, maintain, and advance individual public health competencies through recertification.
- Abide by the certification 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.

VI. Responsibility to Report Violations of the Code

- A certified professional who has reasonable grounds to believe that another certificant has violated NBPHE’s Code of Ethics 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

NBPHE’s Code of Ethics is a living document that is reviewed and updated every five years, or as necessary.

Revised and approved March 13, 2024.



Nondiscrimination

NBPHE and Measure Learning do not discriminate against any candidate for certification on the basis of race, color, creed, age, national origin, ethnicity, gender, gender identity, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria approved by the NBPHE Board of Directors.

Release of Information

The names of CPH certificants are not considered confidential and may be published by the NBPHE in the CPH Directory. Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of CPH certificants) is published on the CPH section of the NBPHE website.

Aggregate data is also sent to the institution/employer. Aggregate exam statistics, studies and reports concerning candidates will contain no information identifiable with any candidate. Application status, information about whether or not an individual has taken the exam, and score information may only be released if authorized in writing by the candidate/certificant or is required by law.

Record Retention

As part of its record retention policy, NBPHE permanently retains all:

- Exam forms
- Exam development reports
- Exam results
- Exam items
- Active exam application information
- Active applicant/candidate/certificants data

Complaints and Disciplinary Policy

To maintain the credibility of the CPH Certification Program, the NBPHE Board of Directors has adopted the following procedures to allow individuals to bring complaints concerning the conduct of CPH certificants to the NBPHE.

Revocation of Certified in Public Health Credential

The Certified in Public Health credential can be revoked for violations of the NBPHE 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

I. Overview of Procedures

Certified in Public Health professionals (CPH) are expected to conduct themselves in an ethical manner in accordance with the NBPHE 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 NBPHE 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 NBPHE 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 NBPHE 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 is responsible for assuring 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 NBPHE Code of Ethics 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 the NBPHE 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.

III. Procedures of the Ethics and Discipline Committee

The Committee shall have the power to investigate all alleged violations of the NBPHE 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 NBPHE 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.

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

Appendix A – Candidates Rights and Responsibilities

I attest that I have read the CPH Candidate Handbook, and I comply with all policies for the CPH Certification exam. The information I have submitted for the CPH Certification Application is complete and correct. If the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my exam results may be delayed, not released or invalidated by NBPHE. I understand that as a candidate, I may NOT discuss test questions, topic areas or scenarios, or possible answers, during or after the exam administration, with any other person(s) including exam candidates and potential candidates.

I agree that as a condition of taking the CPH exam, I am giving permission to NBPHE to release information about my certification status to any entities it believes to be pertinent in its sole discretion, including but not limited to employers and public health departments.

I acknowledge that NBPHE may release information, in aggregate form, regarding the information included on this application, exam scores and certification status for evaluation and reporting purposes. I understand that aggregate exam score reports that include my exam data will be released to my employer or public health department.

I acknowledge that if I do not sit for the CPH exam originally applied for and do not notify Measure Learning within the required window that I will be marked as a no-show which will require me to reschedule my exam.

I acknowledge that I am responsible for reporting credits and maintaining documentation required for recertification. I understand that allowing my certification to lapse will result in the revocation of my CPH credential and will require me to submit the CPH Reinstatement Application.

I am responsible for updating my mailing address and my email address on NBPHE's CertCentral Portal to receive official CPH certification notices. NBPHE's certification staff is not responsible for non-receipt of notices due to my failure to update my mailing address and email address. I understand that as a certificant with active status that I will be included in an online directory of CPH certificants made available to the public.

As a candidate for CPH certification through NBPHE, I pledge to act with integrity, adhere to all CPH certification program policies, exam administration procedures, and ethical standards; comply with applicable laws related to public health practice, avoid conflicts of interest, and report any conduct that violates these standards or undermines the integrity of the certification process.



National Board of Public Health Credentialing

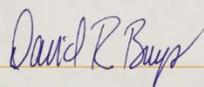
Attests that

John Snow

On this day of
January 26, 2026

has successfully completed the educational and exam requirements to demonstrate mastery of the knowledge and skills relevant to contemporary public health, and is therefore,

Certified in Public Health



David R. Buys, PhD, MSPH, CPH
Chair of the National Board of
Public Health Credentialing

Expires on
1/26/2028



Appendix C – CPH Certificate Frames and Gifts



National Board of Public Health Examiners Certificate Frames and Gifts

<https://www.customframes.com/national-board-of-public-health-examiners>

National Board of Public Health Examiners

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On this page: Left: Embossed Gallery #202391; Right: Engraved #202393

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Appendix D – CPH Merchandise

Once a candidate has passed the CPH examination, they can purchase CPH merchandise from our Dashery store at cphmerch.dashery.com.



Also visit the NBPHE Shop at nbphe.org/shop for additional CPH merchandise: CPH Pins, Stoles, and Cords.



FOR IMMEDIATE RELEASE



[Name] Earns Certified in Public Health (CPH) Credential

The National Board of Public Health Examiners (NBPHE) has recognized **[Name]** as Certified in Public Health (CPH), marking a significant professional milestone and a demonstrated readiness to apply public health knowledge across settings and disciplines.

The CPH credential reflects a shared foundation of knowledge that supports effective practice, informed decision-making, and accountability in a complex public health landscape. Through certification and continued professional development, CPH certificants signal their commitment to maintaining current, practice-relevant expertise.

[Name], CPH, is currently **[job title]** at **[organization]**, where **[brief description of role or area of impact]**.

“Public health is a diverse field, but certification creates a common benchmark and shared language,” said David Buys, Board Chair of NBPHE. “Earning the CPH demonstrates preparation, professionalism, and a commitment to advancing the field in service of communities.”

The CPH credential is sustained through ongoing learning, ensuring certificants remain responsive as public health challenges and priorities evolve.

Members of the public and employers may verify CPH certification through NBPHE’s online credential verification system at <https://nbphe.connect.prolydian.com/cph-search>.

###

About NBPHE

The National Board of Public Health Examiners (NBPHE) advances the public health profession through certification. The **Certified in Public Health (CPH)** credential affirms core public health knowledge and supports a unified standard for practice across roles, sectors, and settings, strengthening confidence in the public health workforce. More information can be found at www.nbphe.org.



Appendix F – Accommodations Forms



Request for Exam Accommodations Due to Disability

The National Board of Public Health Examiners (NBPHE) will provide reasonable exam accommodations for candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). The ADA defines a person with a disability as someone with a major physical or mental impairment that substantially limits one or more major life activities (i.e., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks).

To be completed by the Candidate

If you have need for an accommodation due to a disability covered by applicable law, please complete this form and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified professional (see Candidate Handbook for more information). The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their medical condition (“condition”). To evaluate this request, NBPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

Candidate should return this completed form to: info@nbphe.org
If you have questions, call NBPHE at 202-296-3050 or email info@nbphe.org

1. What is the nature and severity of the Candidate’s condition, how long has the Candidate had it, and how long is it expected to last? Does the Candidate’s condition limit their ability to engage in general life activities? If so, what activities, how is the Candidate limited, and what is the expected duration for the limitation?

2. Candidates will be sitting in front of a computer and have a few of hours to take the exam. Does the Candidate’s condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?

3. What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate’s condition, if any, for purposes of taking this examination?

Printed Name of Health Care Provider/Professional _____

Title of Health Care Provider/Professional: _____

Email: _____ **Phone:** _____

Signature of Professional: _____ **Date:** _____

NBPHE does not discriminate against candidates for any NBPHE examination on the basis of any disability covered by applicable law. NBPHE complies with all applicable laws and regulations, including, but not limited to, the Americans With Disabilities Act and equivalent state and local laws. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Request for Exam Accommodations Due to Pregnancy



To be completed by the Candidate

If you have need of an accommodation due to pregnancy or a pregnancy-related medical condition covered by applicable law, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified health care provider. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their pregnancy or related medical condition (“condition”). To evaluate this request, NBPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of pregnancy or any related medical condition covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to pregnancy or a related condition. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to a disability covered by applicable law should submit the form “Request for Examination Accommodation Due to Pregnancy”.

1. What is the nature of the Candidate’s condition and any related symptoms, what is the severity of any such symptoms, and how long are such symptoms expected to last? Can you confirm the candidate is pregnant or delivered their baby?

2. Candidates will be sitting in front of a computer and have a few of hours to take the exam. Does the Candidate’s condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?

3. What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate’s condition, if any, for purposes of taking this examination?

Printed Name of Health Care Provider/Professional _____

Title of Health Care Provider/Professional: _____

Email: _____ Phone: _____

Signature of Professional: _____ Date: _____

Candidate should return this completed form to: info@nbphe.org
If you have questions, call NBPHE at 202-296-3050 or email info@nbphe.org

Request for Exam Accommodations Due to Lactation



To be completed by the Candidate

If you have need of an accommodation because you are lactating and need to express breast milk, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. This submission must include a copy of the birth certificate of the child you are breastfeeding or a doctor’s note, a certification by a medical professional, or other appropriate documentation to support your request for accommodation. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

1. Please provide the date of birth of child you are breastfeeding.

2. What accommodations do you request?

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of expressing milk covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to lactation and needing to express milk. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to lactation should submit the form “Request for Examination Accommodation Due to Lactation” and supporting documentation.

Candidate should return this completed form to: info@nbphe.org
If you have questions, call NBPHE at 202-296-3050 or email info@nbphe.org