



CANDIDATE HANDBOOK

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National Board of Public Health Examiners (NBPHE)

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

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Introduction

Congratulations on deciding to earn the Certified in Disease Intervention (CDI) credential. We commend your commitment to advancing your career in the disease intervention profession. The CDI Candidate Handbook provides information on applying for certification, test taking, and recertification.

The CDI certification represents a high level of professional achievement and is valued by employers and health departments. Best of luck during the examination process and we look forward to having you join the CDI community!

Value of CDI Certification

Earning the CDI certification validates your knowledge and skills as a nationally certified Disease Intervention (DI) professional. CDI professionals in the workforce reduce risk and enhance community protection and public health safety. In addition, CDI certification allows employers and other interest groups to identify individuals with the competencies needed to perform their role or task.

DI professionals are a critical workforce in public health, dedicated to stopping the spread of infectious diseases. They provide services like testing, treatment, and prevention resources. Their daily tasks include case investigation, contact tracing, and partner services to support those diagnosed with or exposed to infectious diseases.



- Validate skills and expertise in your field
- Improve trust with community
- Increase recognition by healthcare professionals
- Stay current on best practices and education
- Meet and maintain a national professional standard
- Invest in your career

CDI Purpose and Scope

DI professionals who have earned the Certified in Disease Intervention (CDI) certification have demonstrated competence in all six domain areas of the certification exam: planning and case analysis; interviewing and case management activities; field services and outreach activities; surveillance and data collection; collaboration; and outbreak response and emergency preparedness.

The CDI is for DI professionals who want to validate their skills and demonstrate their expertise. The exam assesses the competence of disease intervention professionals, offering evidence of essential

knowledge and a standardized benchmark for skills. The CDI requires continuous professional development for maintenance.

Who Should Earn the CDI?

DI professionals are public health professionals who conduct disease intervention activities, including, but not limited to, the following:

- person-centered interviews
- collection of enhanced surveillance and community assessment data
- partner services to include contact tracing
- field investigation
- directly observed therapy
- field specimen collection
- field investigation in outbreaks and emergency preparedness
- community outreach
- collaboration with medical providers
- and navigation of healthcare systems to ensure evaluation and treatment of people diagnosed with or potentially exposed to infectious disease.

Relevant program areas include sexually transmitted infections (STI), human immunodeficiency virus (HIV), tuberculosis (TB), hepatitis, and other infectious outbreak investigation and emergency preparedness and response. View our full eligibility requirements on page 8.

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 CDI 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 CDI Certification Program.

Exam Development and Administration

The Certified in Disease Intervention (CDI) credential is administered by NBPHE. Here is a list of a few terms and definitions to keep in mind while reading this handbook and the CDI Exam Content Outline:

- **Content Outline:** A job-related list and description of the domains and tasks that will be assessed on the CDI exam.
- **Domains:** Broad areas of responsibilities or categories of practice defined through the job task analysis. Each domain represents a major function of work performed by disease intervention professionals and serves as the organizing framework for the exam content outline. The CDI exam has 6 domains.
- **Item:** Refers to a single question on an exam.

The CDI Job Task Analysis Committee, CDI Item Writing Committee, CDI Exam Form Development Committee, and CDI Standard Setting Committee have critical and cyclical responsibilities that include development of the CDI content outline, review of content relevancy, review of items (questions), evaluation of performance data, and establishment of the passing standard for the CDI exam.

NBPHE ensures the validity, reliability, and legal defensibility of the CDI Certification Program. The CDI 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 DI profession. The exam specifications include the total number of test items, test item type(s), total test duration, and scoring methodology. All exam items are directly linked to the approved examination specifications and are written and reviewed by trained DI subject matter experts to ensure relevance, accuracy, and fairness.



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 – U.S. Only

The CDI pilot project is supported by the CDC through funding opportunity CDC-RFA-CK20-2003 subawarded by ASPPH to NBPHE and runs through September 29, 2026. During the pilot phase of this project, only U.S. citizens or lawful permanent residents currently residing in the United States or U.S. territories, or on a U.S. military installation are eligible to take the exam. Eligibility may be revised after September 30, 2026. Disease intervention professionals who do not meet this eligibility criteria are encouraged to check back at that time.

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 CDI. Candidates must meet the following eligibility criteria:

To sit for the CDI Certification exam, an individual must have at least one year of experience as a disease intervention professional.

Activities that qualify as disease intervention experience for the purposes of the CDI include:

- Performing case investigation interviews with people diagnosed with reportable infectious diseases for the purposes of identifying risk factors, eliciting contacts, and referring for appropriate services.
- Collecting enhanced surveillance data through case investigations.
- Contact tracing to identify, locate, notify, and refer people exposed to an infectious disease.
- Conducting field investigations to locate people diagnosed with or exposed to an infectious disease for interview or notification.
- Providing field-based testing and treatment services for reportable infectious diseases.
- Conducting community outreach to provide infectious disease testing and treatment services in community settings.
- Collaborating with medical providers for the management confirmed or suspected cases of infectious disease.
- Conducting emergency preparedness activities for infectious disease prevention and control.

In addition to one year of disease intervention experience as defined above, candidates must complete a combination of education and other applicable experiences in community or health outreach as outlined below:

HIGH SCHOOL DIPLOMA/GED

+

Two years of applicable community experiences in counseling or health outreach.

ASSOCIATE DEGREE

+

One year of applicable community experience in counseling or health outreach.

BACHELOR'S DEGREE OR HIGHER

No additional work experience required.

To verify eligibility candidates must submit the following documentation with their application:

HIGH SCHOOL DIPLOMA/GED	ASSOCIATE DEGREE	BACHELOR'S DEGREE OR HIGHER
Copy of their student HS Diploma/GED certificate OR a letter from the school/institution indicating when and where they graduated/received their diploma/certificate. Candidate must submit a resume that includes location and dates of employment for the relevant disease intervention and counseling or health outreach roles.	Candidate must submit a copy of the student transcript (official or unofficial) showing the degree conferral and date. Candidate must submit a resume that includes location and dates of employment for the relevant disease intervention and counseling or health outreach roles.	Candidate must submit a copy of the student transcript (official or unofficial) showing the degree conferral and date. Candidate must submit a resume that includes location and dates of employment for the relevant disease intervention role(s).

Verifying One-Year DI Work Experience

NBPHE verifies work experience through a combination of documentation provided by the applicant and direct contact with HR Managers or Supervisors, if needed.

As part of the online CDI exam application process, all candidates must:

- attest to having a minimum of one year of work experience as a DI professional
- submit a description of their relevant work experience
- provide the total number of years of DI work experience
- provide their current title and employer name
- disclose the full name and email address of the current/former HR Manager or Supervisor who can attest, if needed, to the applicant having a minimum of one year of work experience as a DI professional, and,
- submit a copy of their resume or CV

NBPHE will provide reasonable accommodation for candidates who are unable to verify work experience through standard methods.

The combination of these attestations and documentation allow NBPHE certification staff to confirm CDI exam candidates meet the requirement of having a minimum of one year of DI work experience. If there are any discrepancies or concerns, NBPHE's certification staff can instruct the candidate to provide additional information.

NBPHE also reserves the right to independently conduct an audit on a random selection of applications to verify the one year of DI work experience of exam candidates. If audited, NBPHE's certification staff will contact the HR manager or supervisor listed on the application to confirm the work experience reported on the application. The candidate's attestation on their CDI exam application duly authorizes NBPHE to conduct such independent verification.

Please take the time to further explore the [CDI 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 CDI exam.

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

Rationale for Eligibility Requirements

The CDI eligibility requirements were recommended by the 2023-2025 CDI 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 one year of full-time work experience as a disease intervention (DI) professional is needed for proficiency and knowledge across the six domains in the CDI exam content outline. The advisory committee also recommended that different levels of academic achievements should be accepted as part of the exam application process so that DI professionals at all education levels could apply for the exam.

CDI Exam Quick Facts

NBPHE offers the following four (4) CDI exam in testing windows:

WINTER	SPRING	SUMMER	FALL
Official testing dates for each testing window will be published on the NBPHE website .			

The CDI exam is a computer-based test (CBT) that contains 120 multiple-choice, single best answer questions. Candidates have 3 hours to complete the exam. The CDI exam is administered during four testing windows at computer- based testing centers and via live online-proctored examinations where proctors log in remotely to the candidate’s computer.

Exam Language

The CDI exam will be administered in English and Spanish. Note that all communications from NBPHE will be in English.



Exam Content

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



Preparing for the Exam

Visit the [UniversiDI website](#) to review and access the following study materials:

- CDI Study Guide
- CDI Planner
- CDI Knowledge Check
- CDI Flashcards and Practice Tests

DISCLAIMER: These prep materials are developed independently from the CDI certification exam, and they may not represent the exact exam content. They are intended to be used as reinforcement for what has already been learned. These materials are not required or recommended by the National Board of Public Health Examiners.

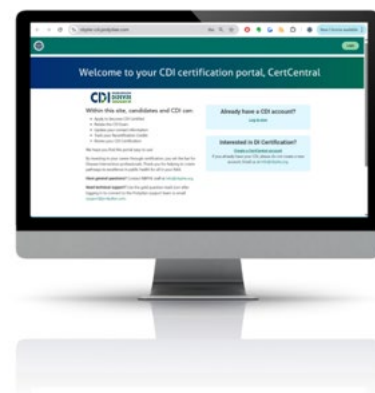
Applying for the CDI Exam

Before applying, carefully review the information contained in this handbook. Taking the CDI 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 CDI exam.

Application Requirements

To apply for the CDI exam, register online via the [CDI Portal](#). The following forms must be submitted along with the appropriate exam application fee:

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



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 CDI 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 Through September 15, 2026

The CDI pilot project is supported by the CDC through funding opportunity CDC-RFA-CK20-2003 subawarded by ASPPH to NBPHE. **As part of this pilot project, CDI exam fees will be waived for eligible candidates through September 15, 2026.** The last day to submit an application to sit for the CDI exam or schedule to retake the exam under the fee waiver is **September 9, 2026.**

Through September 15, 2026, the following exam fees will be waived:

- First exam attempt (value \$385)
- One re-take (value \$150)

Starting September 30, 2026, the exam fee will be \$385. Discounts may be available for public health employers and organizations. More information about the availability of discounts will be available after the pilot phase of the project.

Rescheduling and No-Show Fee

There is no fee to reschedule the examination appointment as long as it is rescheduled at least **two business days** prior to the scheduled appointment. Candidates who reschedule less than two days in advance or no-show their scheduled exam forfeit access to the fee waiver for future attempts. Some exceptions may apply and can be requested by contacting NBPHE program staff at info@nbphe.org.

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

To retake the exam, the candidate will be notified via email with instructions.

The fee waiver is subject to availability of funds. Exam fees may change at any time.

Scheduling the CDI Exam

After the CDI exam application has been approved, candidates will receive an email notification from NBPHE confirming eligibility to sit for the CDI 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).

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.

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 be notified of the exact test location, date, and time via email. Candidates must bring the printed email confirmation to the test site.

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.
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 CDI 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 are located throughout the US. CDI examinations can be scheduled Monday-Friday in the morning and afternoon and at some test centers on Saturdays during the four testing windows offered annually: Winter, Spring, Summer, and Fall 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. Candidates will repeat security process before restarting exam. Time for break and second security process will be included in 3-hour testing window.
- Cell phones are NOT permitted.

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- 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 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 (LOP) is available during the four testing windows for the CDI exam: Winter, Spring, Summer, and Fall. **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
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
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.		

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.

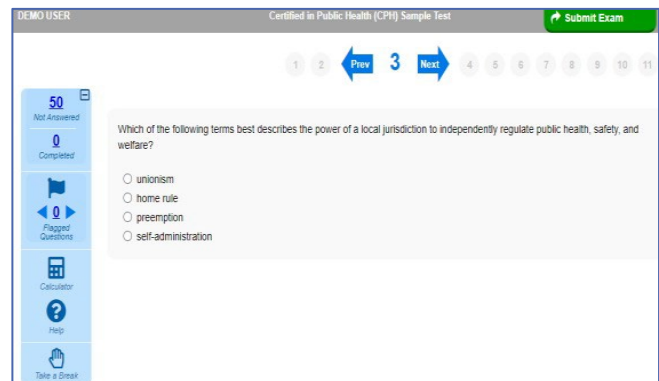
See additional information for [ProctorU Live Online Proctoring](#).

Taking the CDI Exam

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

Candidates will have **three 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 a 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 three 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.

These restrictions apply specifically to examination content and materials. They do not affect the use of materials developed as part of the CDC-supported program, consistent with applicable federal award requirements.

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.

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

CDI 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

CDI 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 200 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

CDI exam score report will include a “pass” or “fail” result. Exam results are typically available four to six weeks after the close of the testing window. You will receive an email notification with your results. Results are released only to candidates. No results will be reported over the telephone.

Candidates who meet all eligibility requirements and successfully pass the exam will receive a confirmation letter, hard copy certificate, and CDI 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 CDI Portal Profile.

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

Designation

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

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



Retakes

Candidates who do not pass the CDI examination are eligible to retake the exam once per 12-month period. To retake the exam, the candidate will be notified via email with instructions. There is no limit on the number exam retakes. Retakes cannot happen during the same testing window.

After the initial exam fail, candidates must wait until the next testing window or following testing windows that fall within the 12-month period to retake the exam. For example, a candidate who takes their initial exam on May 1, 2026 and fails, can retake the exam in August 2026, November 2026, February 2027, or May 1, 2027.

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 CDI certificant to comply with all procedures and deadlines in order to maintain their credential. NBPHE strictly adheres to the following CDI recertification requirements:

- Report 30 recertification credits every 3 years.
 - Credits must support disease intervention and prevention activities.
- Submit the CDI recertification application and fee to maintain active CDI status.
 - Certificants should allow two weeks for processing recertification applications.

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

CDIs 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 CDI (see Reinstatement Requirements section). If the certification lapses for more than 5 years, the lapsed certificant must retake the CDI exam.

Purpose of Recertification

To maintain use of the CDI credential, recertification is required every three years. The three-year recertification period is based on both the scope of issues that disease intervention 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 CDI certificants remain current with best practices and emerging knowledge.

NBPHE supports the ongoing professional development of CDI certificants. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement, and expansion of their knowledge and skills pertaining to disease intervention 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 [CDI Exam Content Outline](#) and can be earned in a variety of ways, including conferences, webinars, workshops, academic coursework, volunteer activities and more. CDIs can earn recertification credits from any provider and also find recertification activities by visiting the [UniversiDI website](#). 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 Must Relate to Disease Intervention	CDI Recertification Credits
Academic Semester-Long Course (Online/In-Person)	15 CDI credits per course
Academic Semester-Long Course – Faculty Taught (Online/In-Person)	15 CDI credits per course
Academic Trimester or Quarter-Long Course (Online/In-Person)	10 CDI credits per course
Academic Trimester or Quarter-Long Course – Faculty Taught (Online/In-Person)	10 CDI credits per course
Courses Taken through (e.g., CDC, NCSD, NTCA, NACCHO, ASPPH – Online/In-Person)	1 CDI credit per 1 hour
DI Related Conferences/Meetings Participation/Attendance (e.g., CDC, NCSD, NTCA, NACCHO, ASPPH) – Online/In-Person)	1 CDI credit per 1 hour
Earning Other Public Health Related Certifications	10 CDI credits
Fellowship in Disease Intervention/Prevention	15 CDI credits per year
Guest Lecturer (Online/In-Person)	1 CDI credit per 1 hour
Mentoring Program (Online/In-Person)	3 CDI credits per year
Peer Assessment/Audit/Technical Assistance in Another Jurisdiction	10 CDI credits
Public Presentation (Online/In-Person)	1 CDI credit per 1 hour
Publication (Peer-Reviewed)	10 CDI credits per article
Seminar Participation (Online/In-Person)	1 CDI credit per 1 hour
Teaching an Academic Course	10 CDI credits per course
Volunteer/Leadership Service for Certification Program (e.g., item writer/ reviewer, study guide, passing score study, exam review, job task analysis)	1 CDI credit per 1 hour (<i>Up to 20 hours per recert cycle</i>)
Webinar Participation	1 CDI credit per 1 hour
Work Experience (e.g., specimen collections, interviews, cases)	10 CDI credits per 10 specimen collections, interviews, cases (<i>Up to 10 hours per recert cycle</i>)
Workshop/Training Course Create/Teach (Online/In-Person)	10 CDI credits per course
Workshop/Training Course Participation (Online/In-Person)	1 CDI credit per 1 hour

Lapsed Certificants

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

Reinstatement Requirements

If CDI 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 CDI for every 3-year period that has been missed.
- Submitting the online CDI Reinstatement Application, and fee.

If the application is approved, the individual's CDI 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 CDI 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 3-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 CDI 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 CDI designation.

Recertification Appeals

The recertification decision will be based solely on materials submitted by the CDI 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 CDI Credential

The CDI 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 CDI designation, certificants may use their credential in all correspondence and professional relations. The CDI credential is used after the certificant's name following any academic degrees and licensure (**e.g., First Last, BS, CDI**).

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

Questions About the CDI Credential

All questions and requests for information about the Certified in Disease Intervention (CDI) Certification Program should be directed to:

National Board of Public Health Examiners

Email: info@nbphe.org

Phone: 202-296-3050

Web: <https://www.nbphe.org/>

Additional Policies

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

Aggregate data is also sent to 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

Personally identifiable information collected through this program is protected in accordance with applicable federal requirements and accessed only by authorized personnel for program administration.

Complaints and Disciplinary Policy

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

Revocation of Certified in Disease Intervention Credential

The Certified in Disease Intervention 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 Disease Intervention professionals (CDI) 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 CDI 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.

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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 CDI Candidate Handbook, and I comply with all policies for the CDI Certification exam. The information I have submitted for the CDI 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 CDI 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 CDI 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 CDI credential and will require me to submit the CDI Reinstatement Application.

I am responsible for updating my mailing address and my email address on NBPHE's CDI Portal to receive official CDI 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 CDI certificants made available to the public.

As a candidate for CDI certification through NBPHE, I pledge to act with integrity, adhere to all CDI 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.

