**CCHI PRESENTATION**

**UMTIA**

**THE KNOLTS AND BOLTS OF THE CCHI CERTIFICATION PROCESS**

Tentative dates: September 17, 2015 (evening) or October 3, 2015 (Saturday).

Time: 1 hour 15 min for presentation and 15 minutes for Q/A.

Presenter: Malika Sadi-Goodman for CCHI

Location: UMTIA location, Minneapolis, MN

Topic: “The knots and bolts of CCHI Certification Process”

Detailed description of the presentation:

1. Introduction
   * Personal (CMS Specialist role at CCHI)
   * The presentation: The Certification Process
2. Quick overview of CCHI (the organization)—Our Accomplishments, what we stand for, our goal but also how we support our applicants during the process (email responses, emergencies, support when testing)
3. The Certification:

* The Certifications Available:
  + The CoreCHI Certification (Written Exam)
  + The CHI Certification (Written and Performance Exam)
  + The ONLINE Application
    - The Registry
    - The Application Requirements (who can apply)
    - The Application itself (Education, Training, Statement of Understanding, Employer Payment.
    - The Fee(s)
  + Notice-To-Schedule
    - How to schedule your appointment
    - Prepare for your exam (study tips)
* The Exams:
  + CoreCHI Exam (Outline, test time, when to take the test)
  + CHI Performance Exam (Outline, Exam time, testing windows
  + Planning your certification, a timeline to certification
  + The results
* You are now certified: 4 years of Certification