



# NAHP Certification Application

NAHP 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 NAHP have an acceptable level of knowledge and proficiency needed to provide healthcare services. To be eligible to sit for the NAHP examinations, **all** applicants must be a graduate of a state and/or regionally accredited

high school or its equivalent (i.e. GED) or have successfully passed the Ability To Benefit (ATB) examination. Applicants must also fulfill and demonstrate one of the following eligibility criteria, **all documentation must be within the last ten (10) years:**

- Successfully complete a credential-relevant approved program of study from a regionally accredited institution- A transcript or diploma showing completion must be sent in; **or**
- Successfully complete two (2) years of medical training in the United States Armed Forces- A DD214 form must be sent in; **or**
- Have a minimum of two (2) years full-time professional experience in a credential-relevant field. A Professional Supervisor form must be turned in. This form is available online.

**ALL 4 PAGES OF THE APPLICATION MUST BE COMPLETED.**

Please indicate which examination and format you are applying for: *Paper and pencil testing only available if test site allowed or with documented disability forms completed.*

## Nationally Registered Certified Medical Assistant (NRCMA)

paper-and-pencil

computer-based

## Nationally Registered Certified Coding Specialist (NRCSS)

paper-and-pencil

computer-based

## Nationally Registered Certified EKG Technician (NRCEKG)

paper-and-pencil

computer-based

## Nationally Registered Certified Phlebotomy Technician (NRCPT)

paper-and-pencil

computer-based

## Nationally Registered Certified Patient Care Technician (NRCPCT)

paper-and-pencil

computer-based

## Nationally Registered Certified Pharmacy Technician (NRCPhT)

paper-and-pencil

computer-based

## Nationally Registered Certified Administrative Health Assistant (NRCAHA)

paper-and-pencil

computer-based

## Nationally Registered Certified Surgical Technician (NRCST)

computer-based only

## Nationally Registered Certified Dental Assistant (NRCDA)

paper-and-pencil

computer-based

Review material is available for purchase at [www.nahpusa.com](http://www.nahpusa.com). The purchase of review material does not guarantee a passing score for the certification exam and it is NOT a requirement to purchase review material to take a certification exam with NAHP.

**For NAHP Office Use Only:**

<b>Date Application Received:</b>	<b>Payment Type &amp; Amount:</b>	<b>Certification #:</b>
<b>Score:</b>	<b>Date of Exam:</b>	<b>Exam Requested:</b>

**Please fill in clearly:**

**Personal Contact Information**

First:	Last Name:	
Middle Initial:	Maiden Name:	
Social Security Number <i>(Required)</i> :		
Mailing Address:	Apt:	
City:	State/Province:	ZIP Code:

**Preferred Contact Information**

Email Address:
Telephone Number:

**Employment Information (if applicable)**

Certificant's Job Title:		
Organization Name:		
Organization Address:		
City:	State/Province:	ZIP Code:
Phone:		

**Testing Centers**

Preferred Educational Institute/Testing Center:	
City:	State:
Testing Date:	

**Special Accommodations**

Please check the box if you have special needs which may impair your ability to take the examination. Complete and submit the Special Accommodations Form and the Disability-Related Needs Form to the NAHP office with the Certification Application. This form is available online.

Special Accommodations Needed

## CANDIDATE RESPONSIBILITY STATEMENTS

- I understand that the NAHP Certification Application must be received no later than two (2) weeks prior to the testing date.
- I have read and understand all the policies and procedures in the Candidate Handbook.
- I have read and accept the terms and responsibilities outlined in the NAHP Code of Ethics and Standards of Practice and continuing education standards as set forth by the Certification Council.
- I attest that I have never been convicted of, pled guilty or no contest to, a felony, or any fraud, false statements, or omissions, wrongful taking of property, bribery, perjury, forgery, or a conspiracy to commit any of these offenses. Persons convicted of a felony are not eligible to take the Pharmacy Technician exam.
- I declare that all the information I have provided on all pages of this application is true and accurate. I understand that misrepresentations or incorrect information provided to NAHP can result in disciplinary action(s), including suspension or revocation of my eligibility, examination score, or credential.

Signature: _____	Date: _____
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## FEES AND PAYMENT

The application fee is \$75 for a paper-and-pencil or computer-based administration. This excludes the Nationally Registered Certified Surgical Technician (NRCST) fee of \$125.

**Application fee is non-refundable and non-transferable.**

Processing time for an individual application is 3-4 weeks from the date application is received by NAHP

Application Fee: \$ \_\_\_\_\_

Express Testing Fee: (optional) \$ 50.00

*\*\* Express testing is for individuals needing to take a national certification exam with results in as little as 48 business hours. Normal processing time for an individual application is 3-4 weeks.*

TOTAL FEE: \$ \_\_\_\_\_

Money Order:  Payable to NAHP  School Payment

Please charge my credit card:  Visa  MasterCard  Other \_\_\_\_\_

*\*Please note personal checks are not accepted by the NAHP.*

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ Print Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Email Address: \_\_\_\_\_

Please submit forms to: Via USPS NAHP or Via FedEx/UPS NAHP  
PO Box 459 124 S Elm  
Gardner, Ks 66030 Gardner, KS 66030

**Faxed applications will not be accepted for any reason.**



# NAHP Code of Ethics and Standards of Practice

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As an organization of distinction, consisting of the nation's leading healthcare professionals, the National Association for Health Professionals (NAHP) is a for profit organization which promotes and provides quality certification programs that validate competency in the healthcare arena for the enhancement of patient care and professional practice. The NAHP designations demonstrate to colleagues, patients, employers, and the public that certified individuals have the knowledge and proficiency required of the healthcare professional. Professionals earn this distinction through education, experience, and meeting the highest standards of science and practice of professional healthcare validated by their performance through examination.

The ethical obligations of the healthcare professionals include a commitment to continuous growth and development, professionalism across disciplines, and the highest standards of patient/client healthcare. This serves to clarify to current and future certificants, and to those served by certificants, the nature of the ethical responsibilities held in common by its certificants. All individuals certified by the National Association for Health Professionals are required to adhere to the Code of Ethics.

## **Purpose of the National Association for Health Professionals Code of Ethics**

The healthcare professional has an obligation to demonstrate actions that reflect values, ethical principles, and ethical guidelines. The National Association for Health Professionals (NAHP) Code of Ethics sets forth these values and principles to guide conduct. It clarifies the social contract that dictates the profession's responsibilities to the patient/client, the public, and the profession; and upholds the fundamental principle that the paramount purpose of the healthcare professional's services shall be to benefit the patient/client.

## **Code of Ethics, Principles and Interpretative Guidelines**

The following ethical principles are based on the core values of the National Association for Health Professionals and apply to all NAHP certificants. Guidelines included for each ethical principle are a non-exhaustive list of behaviors and situations that can help to clarify the principle. They are not meant to be a comprehensive list of all situations that can occur.

A NAHP certificant that is practicing healthcare agrees to adhere to the following Code of Ethics, Principles and Interpretative Guidelines:

- Foremost, do no harm. A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA consciously avoids harmful actions or omissions, embodies high ethical standards and adheres to all applicable local, state, and federal laws and regulations in the choices he/she makes.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA places service and the health and welfare of persons before self-interest and conducts oneself in the practice of the profession so as to bring honor to oneself, peers, and to the healthcare profession.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA respects and understands that he/ she is a healthcare professional dedicated to providing competent and scientifically sound health care and other appropriate care within their own scope of practice, with compassion and respect for human dignity and rights.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA upholds the standards of professionalism, and is honest in all professional interactions. A healthcare professional will additionally be knowledgeable about established policies and procedures for handling concerns about unethical behavior. These include policies and procedures created by NAHP, licensing and regulatory bodies, employers, supervisors, agencies, and other professional organizations (see NAHP Disciplinary and Complaint Policy).
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA upholds the standards of professionalism and commits to performing his/her duties competently, safely and ethically. Drug and alcohol abuse will not be tolerated by the NAHP. Any person discovered using alcohol or drugs in a professional practice would be subject to discipline, including certification revocation. (see NAHP Disciplinary and Complaint Policy)
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA respects the rights of patients, clients, colleagues, and other health professionals, and safeguards patient/client confidence, trust, and privacy in accordance with the law. This includes, but is not necessarily limited to, being familiar with and carrying out all HIPAA compliance requirements.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA commits to the study, application, and advancement of scientific knowledge, continues to seek related health education, makes relevant healthcare science information available to patients/clients, colleagues, and the public, obtains consultation, and recognizes the talents of other health professionals when indicated.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA values his or her responsibility to participate in activities contributing to the improvement of the community and the betterment of public health.
- A NRCAHA/NRCCS/NRCEKG/NRCMA/NRCPCT/NRCPHT/NRCPT/NRCST/NRCDA truthfully and accurately states one's credentials, professional education, and experiences.

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Signature of Applicant

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Date