

New Eligibility Requirement Application Updates: CHAA Exam Application Details

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Created by	Creation Date	Last Updated
NAHAM Certification	May 29, 2025	May 30, 2025

STEP 1

Click on Begin

- January testing window - apply between September 8 and November 30
- April testing window - apply between December 1 and February 28
- July testing window - apply between March 1 and May 31
- October testing window - apply between June 1 - September 7

Below are the CHAA and/or CHAM applications that are currently available to your account based on your status with NAHAM. Click 'Continue' to continue on with a current application. Click 'Begin' to begin a new application, if applicable.

CHAA

[18 / Applicant]

Application	Status	
CHAA Exam Application	Available	Begin

CHAA Exam Application

CHAM

[18 / Applicant]

Application	Status	
CHAM Exam Application	Available	

STEP 2

Click on Add Professional Experience Details

Completing Application

Submit Application

Eligibility Requirements

Please complete these eligibility requirements.

Application Task	Eligibility Criteria
CHAA Professional Experience	Add Professional Experience Details
CHAA Professional Development	Add Professional Development Details

Proctor Information

Application Task	Proctor First Name	Proctor Last Name	Proctor Email	Status
Proctor Information				

STEP 3

Please note the updated Professional Experience Eligibility Requirements and note that you will only need to provide information documenting that you meet ONE (1) of the two options for the Professional Experience Eligibility Requirements.

Professional Experience Eligibility Requirement: One (1) year in the healthcare or finance industry OR The successful completion of an accredited college program in healthcare (2 or 4 year program)

Application

Submit Application

Experience: Professional Experience Details: Select Professional Experience

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: One (1) year in the healthcare or finance industry; **OR** The successful completion of an accredited college program in healthcare (2 or 4 year program).

Professional Experience Type*:

Select Professional Experience Type

Previous Next

STEP 4

Click on the Select Professional Experience Type dropdown

al

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: One (1) year in the healthcare or finance industry; **OR** The successful completion of an accredited college program in healthcare (2 or 4 year program).

Professional Experience Type*:

Select Professional Experience Type

< Previous Next >

Save & Finish Later Cancel Submit

STEP 5

Select the Eligibility Requirement of your choice so that you can input your eligibility details for review.

If you choose the FIRST OPTION (One (1) year in the healthcare or finance industry), please move to the PROFESSIONAL EXPERIENCE: OPTION ONE step.

If you choose the SECOND OPTION (The successful completion of an accredited college program in healthcare (2 or 4 year program)), please move to the PROFESSIONAL EXPERIENCE: OPTION TWO step.

ii

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: One (1) year in the healthcare or finance industry; **OR** The successful completion of an accredited college program in healthcare (2 or 4 year program).

Professional Experience Type*:

Select Professional Experience Type

One (1) year in healthcare or finance industry

The successful completion of an accredited college program in healthcare (2 or 4 year program)

< Previous Next >

Save & Finish Later Cancel Submit

STEP 6

PROFESSIONAL EXPERIENCE: OPTION ONE - Select the "One (1) year in the healthcare or finance industry" option in the dropdown and click "Next"

The screenshot shows a web application titled "Completing Application" with a "Submit Application" button. The main heading is "CHAA Professional Experience: Professional Experience Details: Select Professional Experience".

On the left, there is a sidebar with the text "Select Professional Experience" and a button labeled "Complete Details >".

The main content area contains the following text:

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: One (1) year in the healthcare or finance industry; **OR** The successful completion of an accredited college program in healthcare (2 or 4 year program).

Below this is a section labeled "Professional Experience Type*:" with a dropdown menu. The selected option is "One (1) year in healthcare or finance industry".

At the bottom right of the form, there are three buttons: "Save & Finish Later", "Cancel", and "Next >". The "Next >" button is highlighted with a red border.

Below the form, there is a table with the following headers: "Application Task", "Proctor First Name", "Proctor Last Name", "Proctor Email", and "Status". The table is currently empty.

Below the table, there is a section labeled "Proctor Information" with a button labeled "Select Proctoring Option".

STEP 7

PROFESSIONAL EXPERIENCE: OPTION ONE – Input your supervisor's contact information in the fields

The screenshot shows a web form for entering professional experience details. On the left, there is a sidebar with two buttons: "Select Professional Experience" (with a right arrow) and "Complete Details". The main form area contains several input fields:

- Employer Contact First Name*:** Input field with "John" entered.
- Employer Contact Last Name*:** Input field with "Doe" entered.
- Employer Contact Title*:** Input field with "Manager" entered.
- Employer Contact Organization*:** Input field with "NAHAM Hospital" entered.
- Employer Contact Phone*:** Input field with "123-465-7890" entered.
- Employer Contact Email*:** Input field with "info@naham.org" entered. This field is highlighted with a red rectangle.
- Resume or Employer-Provided Job Description Upload*:** Section with a link "Choose from library" and a blue "Upload" button.

At the bottom of the form, there is a grey bar with "Proctor Information" on the left and a brown button labeled "Select Proctoring Option" on the right.

STEP 8

PROFESSIONAL EXPERIENCE: OPTION ONE - Click to UPLOAD your documentation attesting to your fulfillment of the "One (1) year in the healthcare or finance industry" eligibility requirement.

The documentation required will be a resume or employer-provided job description that displays the required experience.

NAHAM Hospital

Employer Contact Phone*:
123-465-7890

Employer Contact Email*:
info@naham.org

Resume or Employer-Provided Job Description Upload*:
[Choose from library](#) or [Upload](#)

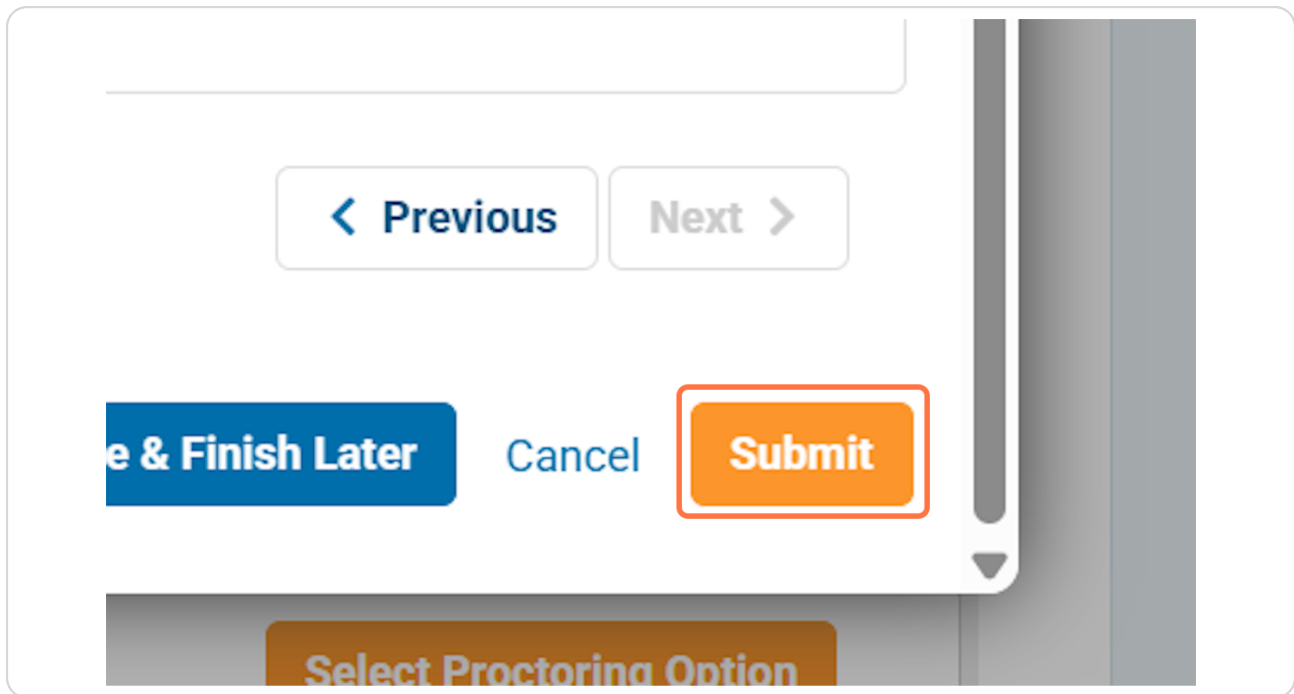
• NAHAM Membership Co...uly 2024.pdf [Cancel](#)

< Previous

Next >

STEP 9

PROFESSIONAL EXPERIENCE: OPTION ONE – Once your resume or employer-proved job description is uploaded, click on "Submit"



The screenshot shows a web form interface. At the top, there is a horizontal line. Below it are two buttons: "< Previous" and "Next >". Further down, there are three buttons: "Save & Finish Later" (blue), "Cancel" (text), and "Submit" (orange with a red border). The "Submit" button is highlighted with a red rectangular border. Below these buttons, there is a section titled "Select Proctoring Option" which is partially visible at the bottom of the frame. A vertical scrollbar is visible on the right side of the form area.

STEP 10

PROFESSIONAL EXPERIENCE: OPTION TWO – Select the "The successful completion of an accredited college program in healthcare (2 or 4 year program)" option in the dropdown and click "Next"

The screenshot shows a web application titled "Completing Application" with a "Submit Application" button. A modal window titled "CHAA Professional Experience: Professional Experience Details: Select Professional Experience" is open. Inside the modal, there is a section "Select Professional Experience" with a "Complete Details" button. A message box states: "You must select one Eligibility Criteria and then provide the required information for the type you selected. Eligibility Criteria: One (1) year in the healthcare or finance industry; OR The successful completion of an accredited college program in healthcare (2 or 4 year program)." Below this, a dropdown menu labeled "Professional Experience Type*" has the option "The successful completion of an accredited college pro..." selected. At the bottom of the modal, there are buttons for "< Previous", "Next >" (highlighted with a red box), "Save & Finish Later", "Cancel", and "Submit". Below the modal, a table with headers "Application Task", "Proctor First Name", "Proctor Last Name", "Proctor Email", and "Status" is visible, along with a "Proctor Information" section and a "Select Proctoring Option" button.

STEP 11

PROFESSIONAL EXPERIENCE: OPTION TWO - Input the name of the accredited school you attended

Please note that the school does not need to be accredited by NAHAM specifically; the school is meant to be generally accredited

Application  [Submit Application](#) 

Professional Experience: Professional Experience Details: Complete Details

 **Name of Accredited School*:**

 **Diploma, Transcript, or Proof Completion*:**

[Choose from library](#) or [Upload](#)

[< Previous](#) [Next >](#)

STEP 12

PROFESSIONAL EXPERIENCE: OPTION TWO – Click to **UPLOAD** your documentation attesting to your fulfillment of the "The successful completion of an accredited college program in healthcare (2 or 4 year program)" eligibility requirement.

Please note that the documentation required **MUST** be an official diploma, transcript, or other form of official documentation from the school attesting to your completion of the 2 or 4 year program.

Completing Application  [Submit Application](#)

Professional Experience: Professional Experience Details: Complete Details

[Professional Experience](#) >

Professional Experience Details

Name of Accredited School*:

NAHAM University

Diploma, Transcript, or Proof Completion*:

[Choose from library](#) or [Upload](#)

NAHAM Membership Co...uly 2024.pdf [Cancel](#)

[< Previous](#) [Next >](#)

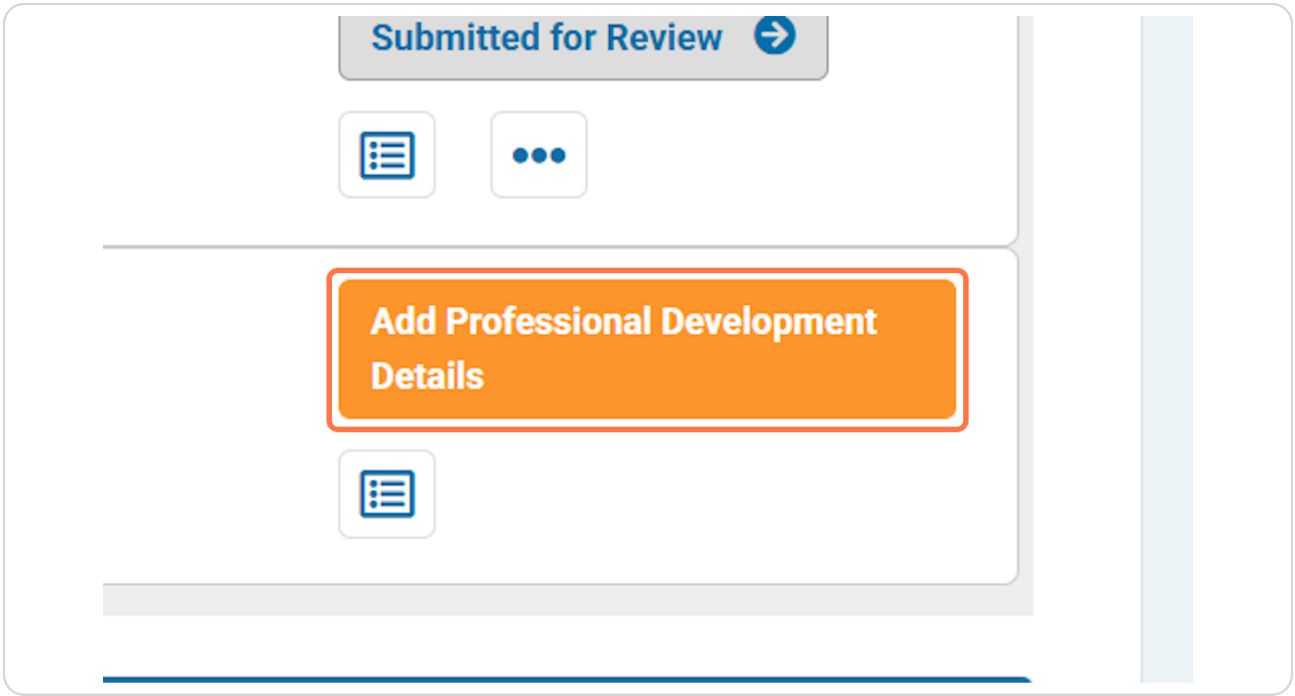
STEP 13

PROFESSIONAL EXPERIENCE: OPTION TWO - Once your diploma, transcript, or proof of completion is uploaded, click on "Submit"

The image shows a portion of a web form. At the top, there are two buttons: a blue button with a left arrow and the text "Previous", and a light gray button with the text "Next" and a right arrow. Below these, there are three buttons: a blue button labeled "Save & Finish Later", a light gray button labeled "Cancel", and an orange button labeled "Submit". The "Submit" button is highlighted with a red rectangular border. Below the buttons, there is a dark blue horizontal bar and a light gray horizontal bar. To the right of the form area, there is a vertical gray bar.

STEP 14

Click on Add Professional Development Details



STEP 15

Please note the updated Professional Development Eligibility Requirements and note that you will only need to provide information documenting that you meet ONE (1) of the two options for the Professional Development Eligibility Requirements.

Professional Development Eligibility Requirement: Letter of Support from a Supervisor OR Certificates of Completion documenting 10 hours of professional development in the last 12 months

The screenshot shows a web application interface for 'Professional Development Details: Select Professional'. At the top, there is a blue header bar with the title and a close button (X). Below the header, a message states: 'You must select one Eligibility Criteria and then provide the required information for the type you selected.' A red rectangular box highlights the text: 'Eligibility Criteria: Letter of Support from a Supervisor OR Certificates of Completion documenting 10 hours of professional development in the last 12 months.' Below this, there is a section labeled 'Professional Development Type*' with a dropdown menu currently showing 'Select Professional Development Type'. At the bottom right, there are two buttons: '< Previous' and 'Next >'. A 'Submit Application' button is visible in the top right corner of the page.

STEP 16

Click on the Select Professional Experience Type dropdown

al

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: Letter of Support from a Supervisor **OR** Certificates of Completion documenting 10 hours of professional development in the last 12 months.

Professional Development Type*:

Select Professional Development Type

< Previous Next >

Save & Finish Later Cancel Submit

STEP 17

Select the Eligibility Requirement of your choice from the dropdown so that you can input your eligibility details for review.

If you choose the FIRST OPTION (Letter of Support from a Supervisor), please move to the PROFESSIONAL DEVELOPMENT: OPTION ONE steps.

If you choose the SECOND OPTION (Certificates of Completion documenting 10 hours of professional development in the last 12 months), please move to the PROFESSIONAL DEVELOPMENT: OPTION TWO steps.

The screenshot shows a web application interface for "Completing Application". The main heading is "CHAA Professional Development: Professional Development Details: Select Professional Development". On the left, there is a sidebar with "Select Professional Development" and a "Complete Details" button. The main content area contains instructions: "You must select one Eligibility Criteria and then provide the required information for the type you selected." and "Eligibility Criteria: Letter of Support from a Supervisor OR Certificates of Completion documenting 10 hours of professional development in the last 12 months." Below this is a dropdown menu labeled "Professional Development Type*" with two options: "Letter of Support from a Supervisor" (highlighted) and "Certificates of Completion documenting 10 hours of professional development in the last 12 months". At the bottom of the form, there are buttons for "< Previous", "Next >", "Save & Finish Later", "Cancel", and "Submit". Below the form, there is a table with headers "Application Task", "Proctor First Name", "Proctor Last Name", "Proctor Email", and "Status". Below the table is a "Proctor Information" section with a "Select Proctoring Option" button.

STEP 18

PROFESSIONAL DEVELOPMENT: OPTION ONE - Select the "Letter of Support from a Supervisor" option in the dropdown and click "Next"

Completing Application Submit Application

CHAA Professional Development: Professional Development Details: Select Professional Development

Select Professional Development

[Complete Details](#)

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: Letter of Support from a Supervisor **OR** Certificates of Completion documenting 10 hours of professional development in the last 12 months.

Professional Development Type*:
Letter of Support from a Supervisor

[< Previous](#) [Next >](#)

[Save & Finish Later](#) [Cancel](#) [Submit](#)

Application Task	Proctor First Name	Proctor Last Name	Proctor Email	Status
Proctor Information				

[Select Proctoring Option](#)

STEP 19

PROFESSIONAL DEVELOPMENT: OPTION ONE - Click to **UPLOAD** your documentation for the "Letter of Support from a Supervisor" requirement.

Please ensure that the letter is on official letterhead from your organization and is signed by your supervisor.

Completing Application  [Submit Ap](#)

Professional Development: Professional Development Details: Complete Details

Professional Development >

Letter of Support from a Supervisor Upload*:

[Choose from library](#) or [Upload](#)

NAHAM Membership Co...uly 2024.pdf [Cancel](#)

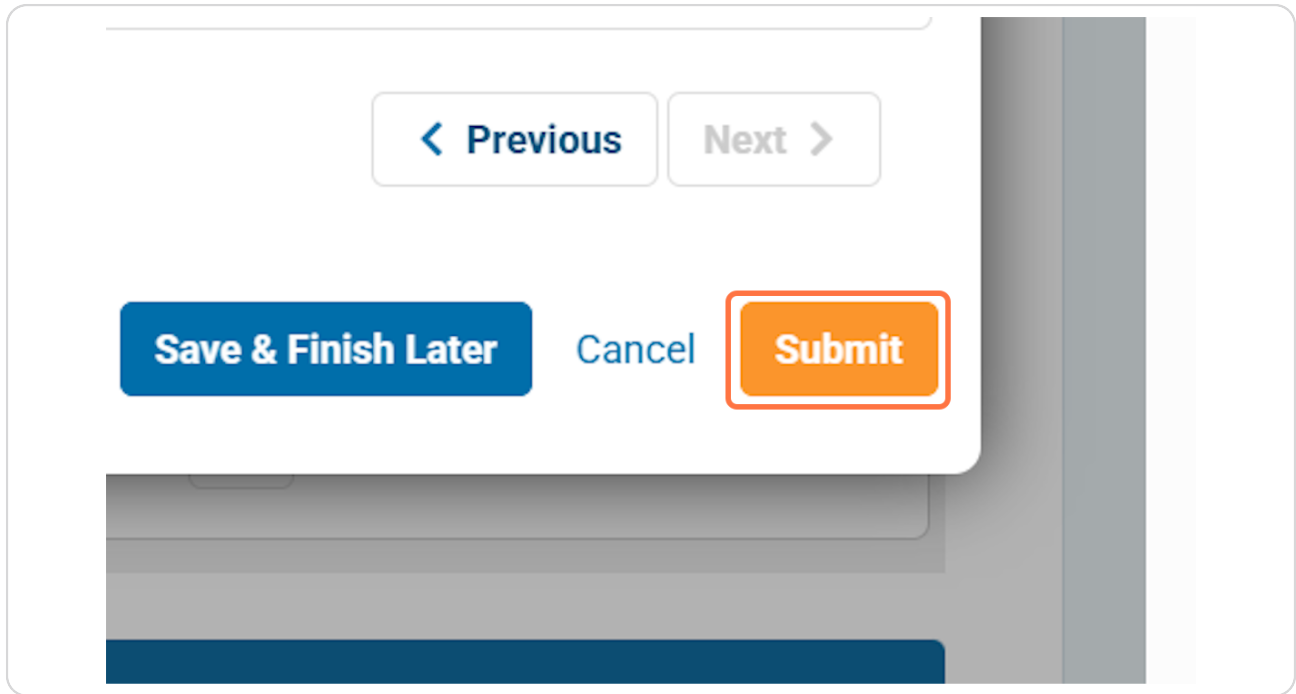
Details

[< Previous](#)

[Save & Finish Later](#) [Cancel](#)

STEP 20

PROFESSIONAL DEVELOPMENT: OPTION ONE - Once your letter of support from your supervisor is uploaded, click on "Submit"



The image shows a web form interface with a white background and rounded corners. At the top, there are two buttons: a blue button with a left arrow and the text "Previous", and a light gray button with the text "Next" and a right arrow. Below these, there are three buttons: a blue button with the text "Save & Finish Later", a light gray button with the text "Cancel", and an orange button with the text "Submit". The "Submit" button is highlighted with a red rectangular border. Below the buttons, there is a gray horizontal bar and a dark blue horizontal bar. The right side of the form is partially obscured by a gray vertical bar.

STEP 21

PROFESSIONAL DEVELOPMENT: OPTION TWO – Select the "Certificates of Completion documenting 10 hours of professional development in the last 12 months" option in the dropdown and click "Next"

Completing Application Submit Application

CHAA Professional Development: Professional Development Details: Select Professional Development

Select Professional Development

Complete Details >

You must select one Eligibility Criteria and then provide the required information for the type you selected.

Eligibility Criteria: Letter of Support from a Supervisor **OR** Certificates of Completion documenting 10 hours of professional development in the last 12 months.

Professional Development Type*:
Certificates of Completion documenting 10 hours of pr... X

< Previous **Next >**

Save & Finish Later Cancel Submit

Proctor Information Select Proctoring Option

STEP 22

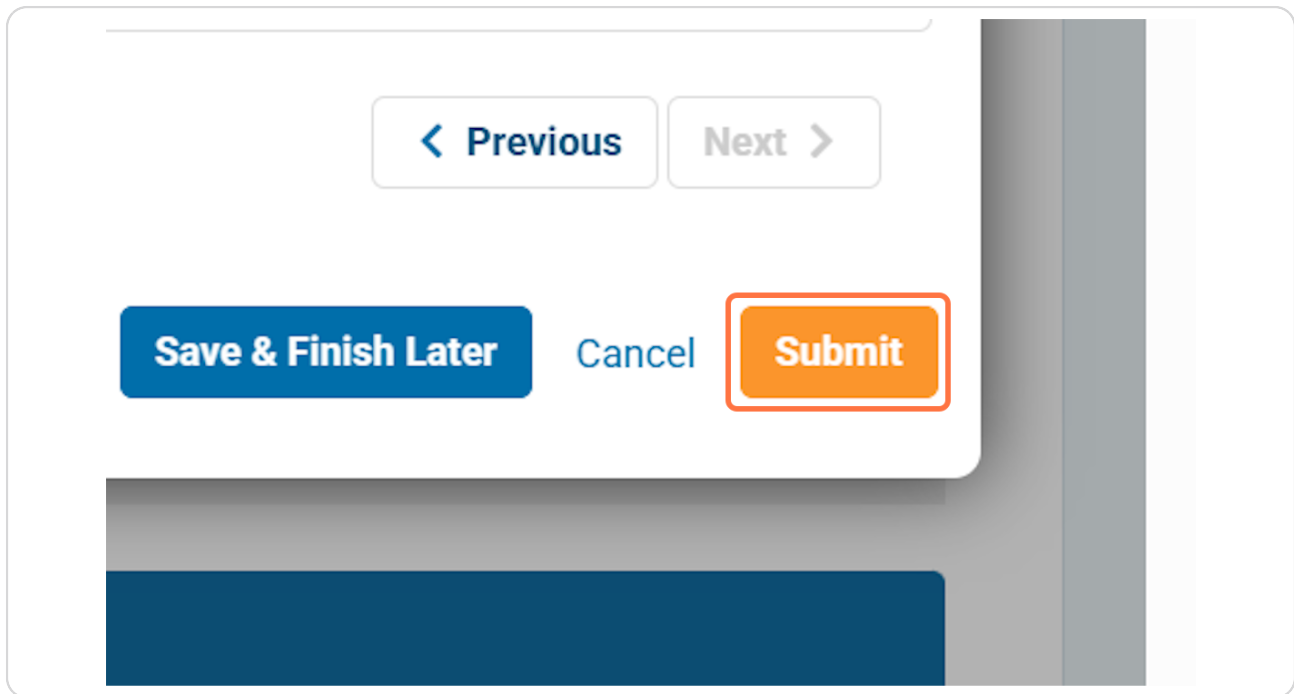
PROFESSIONAL DEVELOPMENT: OPTION TWO - Click to UPLOAD your documentation for the "Certificates of Completion documenting 10 hours of professional development in the last 12 months" requirement.

The documentation provided must be official certificates of completion and they **MUST** be compiled into a single document.

The screenshot shows a web application titled "Completing Application" with a "Submit Application" button in the top right. The main heading is "CHAA Professional Development: Professional Development Details: Complete Details". On the left, there is a sidebar with "Select Professional Development" and "Complete Details". The main content area has a heading "Certificates of Completion documenting 10 hours of professional development within the last 12 months (all certificates must be compiled into one document)*:". Below this heading, there is a link "Choose from library or" and a blue "Upload" button. A file list shows "NAHAM Membership Co...uly 2024.pdf" with a "Cancel" link next to it. At the bottom of the main content area, there are buttons for "< Previous", "Next >", "Save & Finish Later", "Cancel", and "Submit". Below the main content area, there is a section titled "Proctor Information" with a table header: "Application Task", "Proctor First Name", "Proctor Last Name", "Proctor Email", and "Status". Below the table header, there is a "Proctor Information" section with a "Select Proctoring Option" button.

STEP 23

PROFESSIONAL DEVELOPMENT: OPTION TWO – Once your document with your compiled certificates of completion is uploaded, click on "Submit"



< Previous

Next >

Save & Finish Later

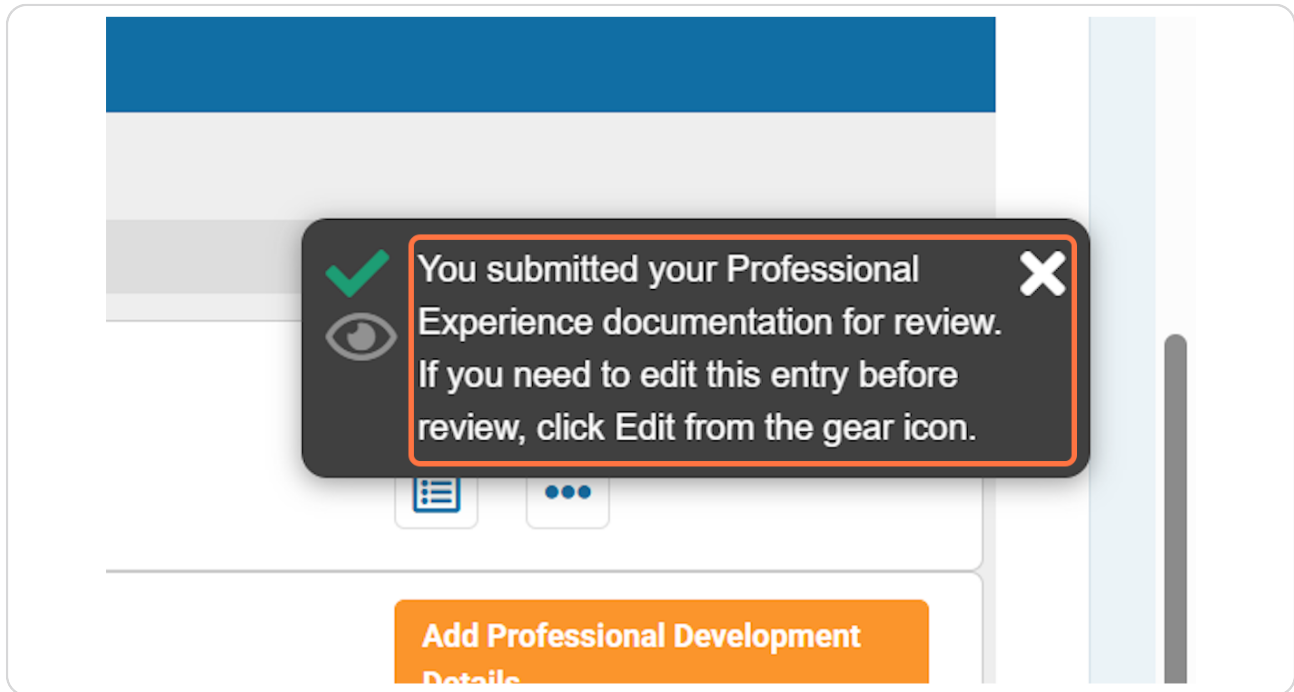
Cancel

Submit

STEP 24

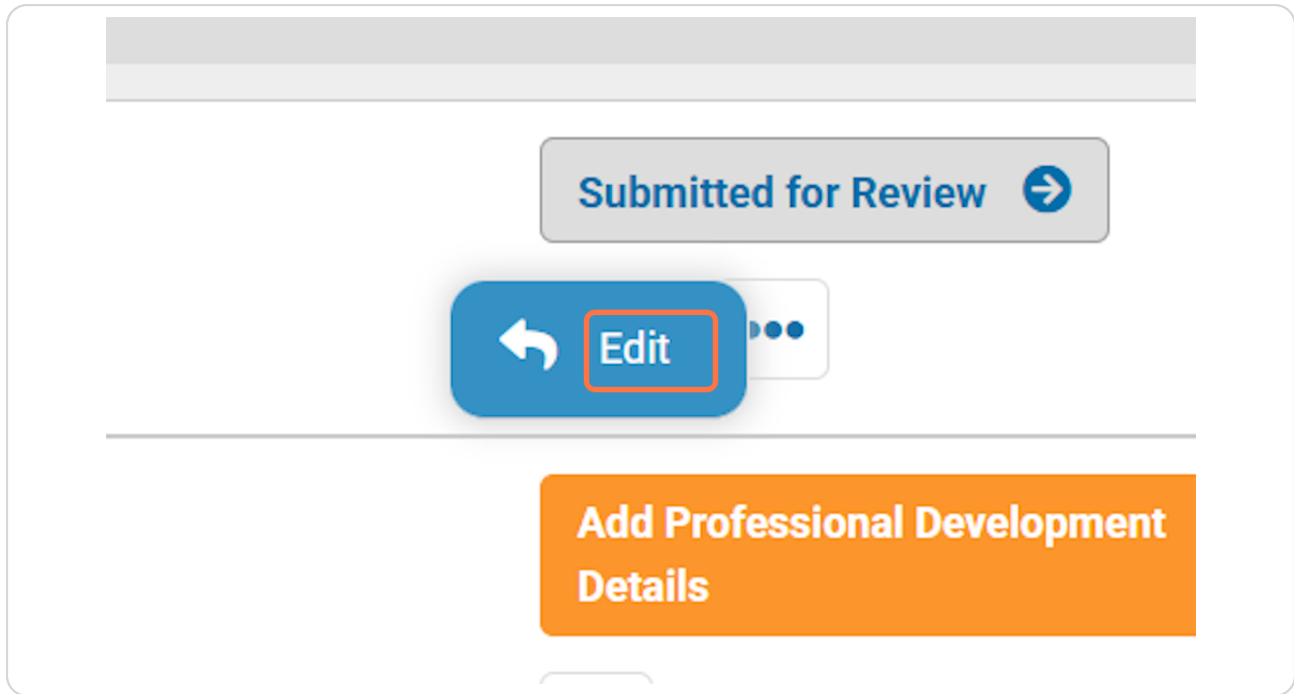
Once you submit your details, they will be saved in your application. Once you fully submit, the application will be available for the NAHAM Certification Team to review to verify that eligibility requirements are met in the event of a random audit.

Please note that a random 10% of all applications will be audited.



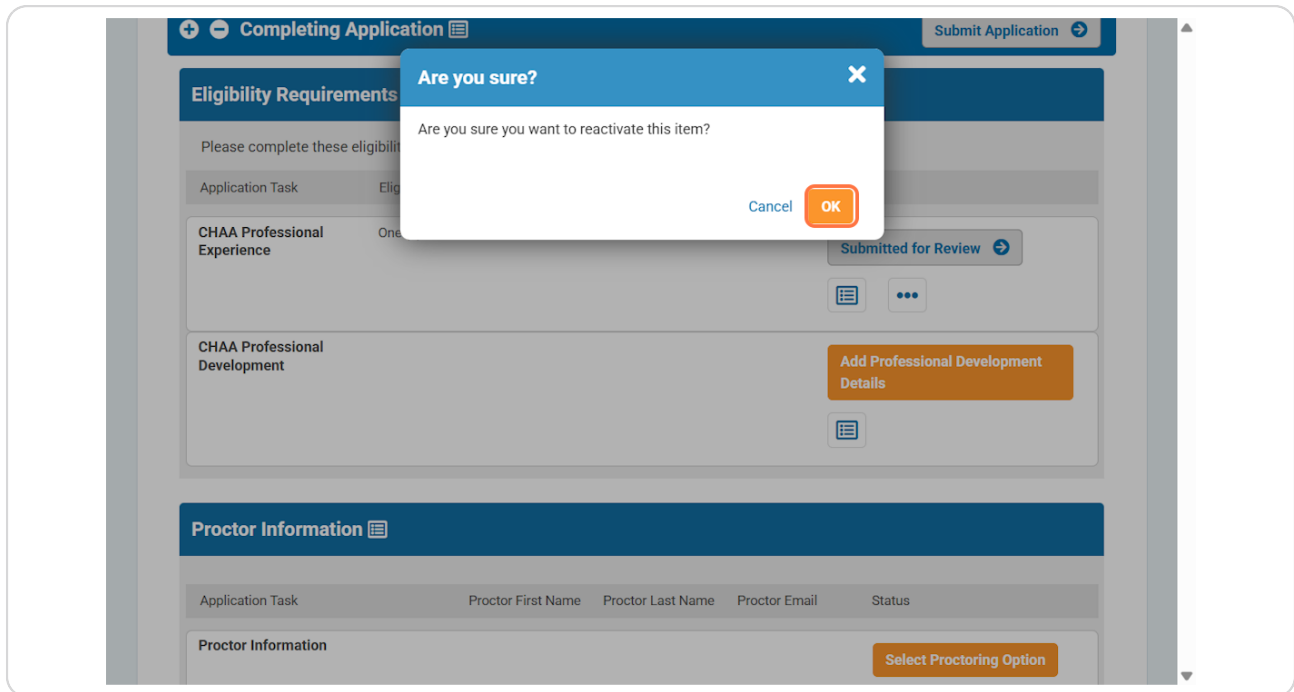
STEP 25

If you need to edit your submission, please click on the three dots by the "Submitted for Review" icon and then select to "Edit"



STEP 26

Click on "OK" to confirm you want to reactivate (withdraw the submitted information) the item. You will then be able to go in and make necessary updates.



STEP 27

Once you have completed the steps for the eligibility requirement option you selected for both the CHAA Professional Experience and the CHAA Professional Development eligibility requirements and no longer have any edits, both sections should show as "Submitted for Review"

Completing Application

Submit Application

Eligibility Requirements

Please complete these eligibility requirements.

Application Task	Eligibility Criteria	
CHAA Professional Experience	The successful completion of an accredited college program in healthcare (2 or 4 year program)	Submitted for Review
CHAA Professional Development	Certificates of Completion documenting 10 hours of professional development in the last 12 months	Submitted for Review

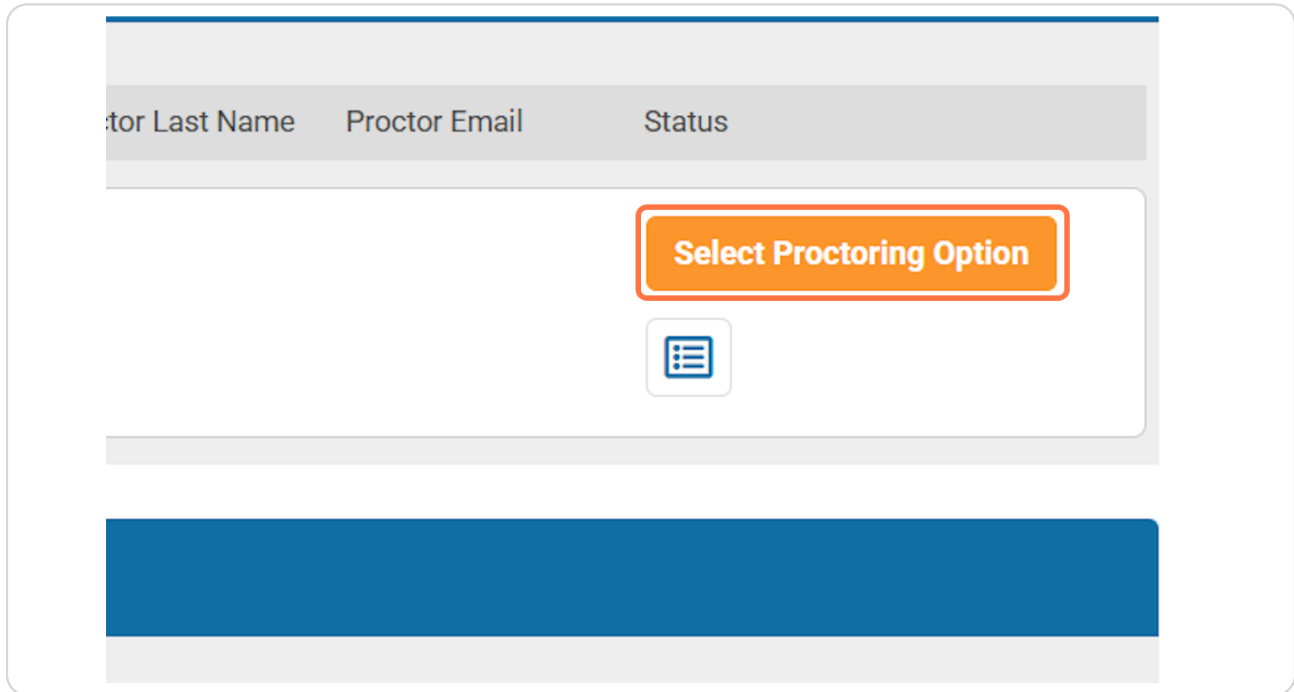
Proctor Information

Application Task	Proctor First Name	Proctor Last Name	Proctor Email	Status
Proctor Information				Select Proctoring Option

STEP 28

You will then continue to complete the full application by clicking on Select Proctoring Option and choosing the Proctoring Option you prefer from the dropdown menu

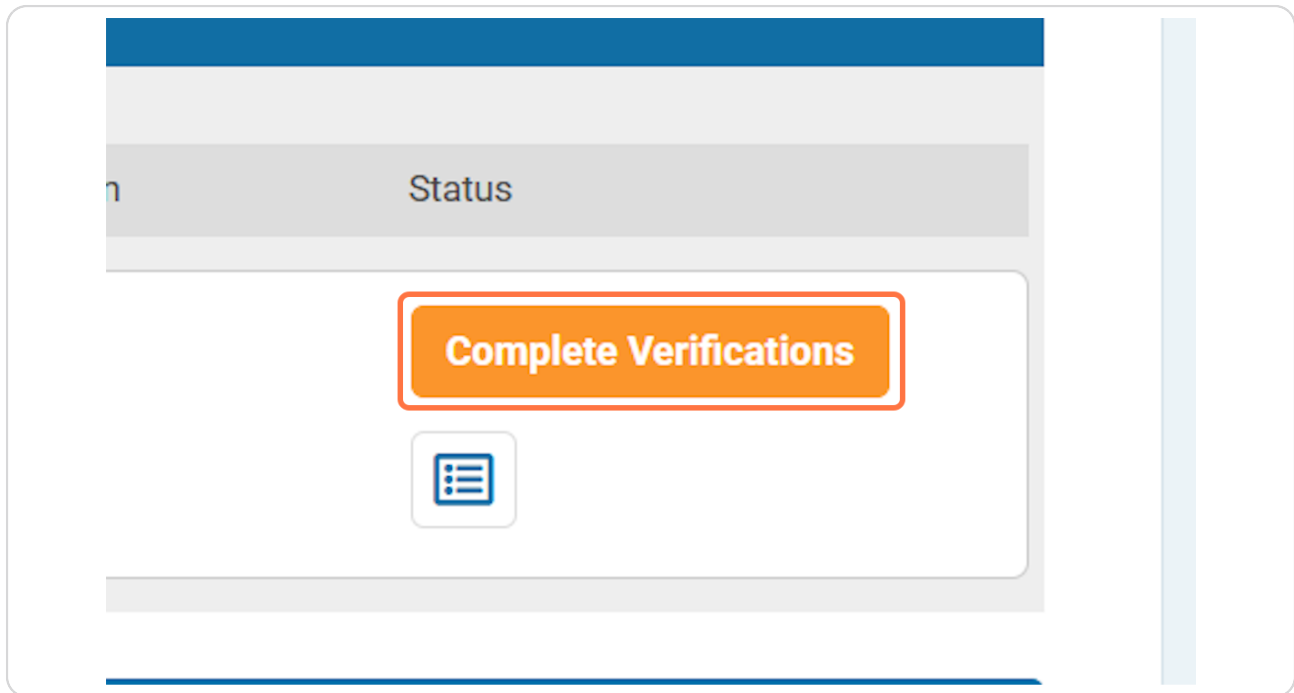
Once you select the option you prefer from the dropdown, follow the prompts to provide any additional information, as necessary and ensure that you hit the Orange "Submit" button to fully submit all of your proctoring information.



The screenshot shows a web form with a table header containing 'Proctor Last Name', 'Proctor Email', and 'Status'. Below the table is a white box containing an orange button labeled 'Select Proctoring Option' and a dropdown menu icon. At the bottom of the form is a solid blue horizontal bar.

STEP 29

Click to Complete Verifications and follow the prompts

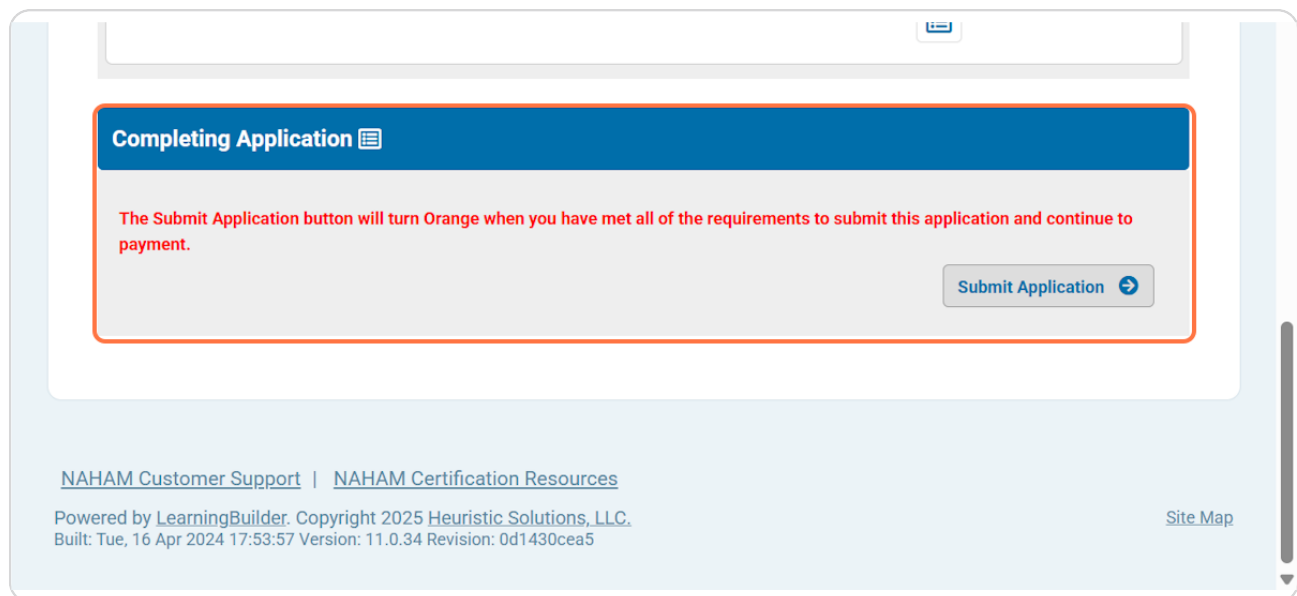


STEP 30

Once you have fully completed all sections of the application, the "Submit Application" button will turn Orange and you will be able to continue to payment.

Please note that payment MUST be received by NAHAM for you to receive your testing information.

Once the application is fully submitted, the NAHAM Certification Team will be able to review your eligibility documentation. In the even that your application is randomly audited, you will receive communication from the NAHAM Certification Team will any questions or concerns.



The screenshot shows a web interface for 'Completing Application'. A blue header bar at the top of the main content area contains the text 'Completing Application' followed by a list icon. Below this, a red text message states: 'The Submit Application button will turn Orange when you have met all of the requirements to submit this application and continue to payment.' To the right of this message is a button labeled 'Submit Application' with a right-pointing arrow. The button is currently grey, indicating it is not yet active. The footer of the page contains links for 'NAHAM Customer Support' and 'NAHAM Certification Resources', a copyright notice for 'LearningBuilder, Copyright 2025 Heuristic Solutions, LLC', a build timestamp 'Tue, 16 Apr 2024 17:53:57', a version number '11.0.34', a revision ID '0d1430cea5', and a 'Site Map' link.

Completing Application

The Submit Application button will turn Orange when you have met all of the requirements to submit this application and continue to payment.

Submit Application →

[NAHAM Customer Support](#) | [NAHAM Certification Resources](#)

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Built: Tue, 16 Apr 2024 17:53:57 Version: 11.0.34 Revision: 0d1430cea5

[Site Map](#)

Tango

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