

New Eligibility Requirement Application Updates: CHAM Exam Application Details

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Created by	Creation Date	Last Updated
NAHAM Certification	Jun 02, 2025	Jun 02, 2025

STEP 1

Click on Begin

CHAM

[18 / Applicant]

Application	Status	
⊖ CHAM Exam Application	Available	Begin
CHAM Exam Application		

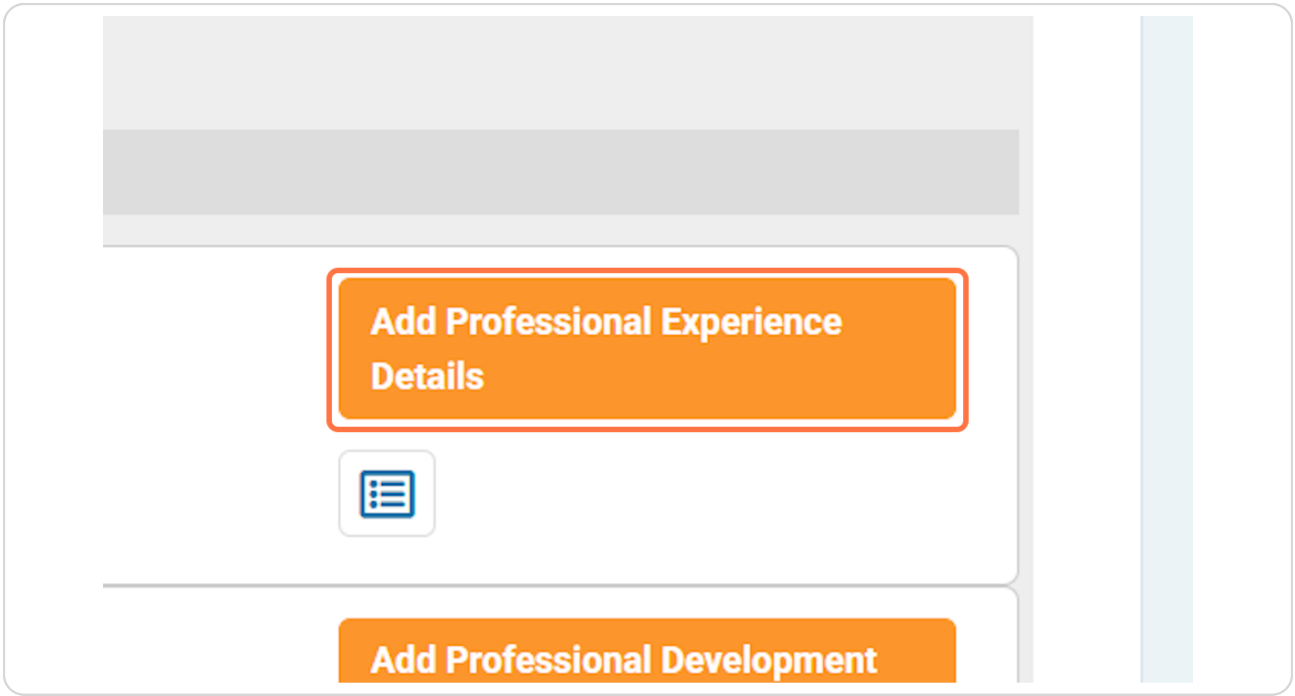
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Built: Tue, 16 Apr 2024 17:53:57 Version: 11.0.34 Revision: 0d1430cea5

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STEP 2

Click on Add Professional Experience Details



STEP 3

You are required to have two (2) Years of Management Experience in the Healthcare or Finance Industry.

Please provide contact information for your supervisor/employer and the documentation attesting to this experience.

Completing Application Submit Application

CHAM Professional Experience: Professional Experience Details

You are required to have two (2) Years of Management Experience in the Healthcare or Finance Industry. Please provide contact information for the employer below.

Employer Contact First Name*:

Employer Contact Last Name*:

Employer Contact Title*:

Employer Contact Organization*:

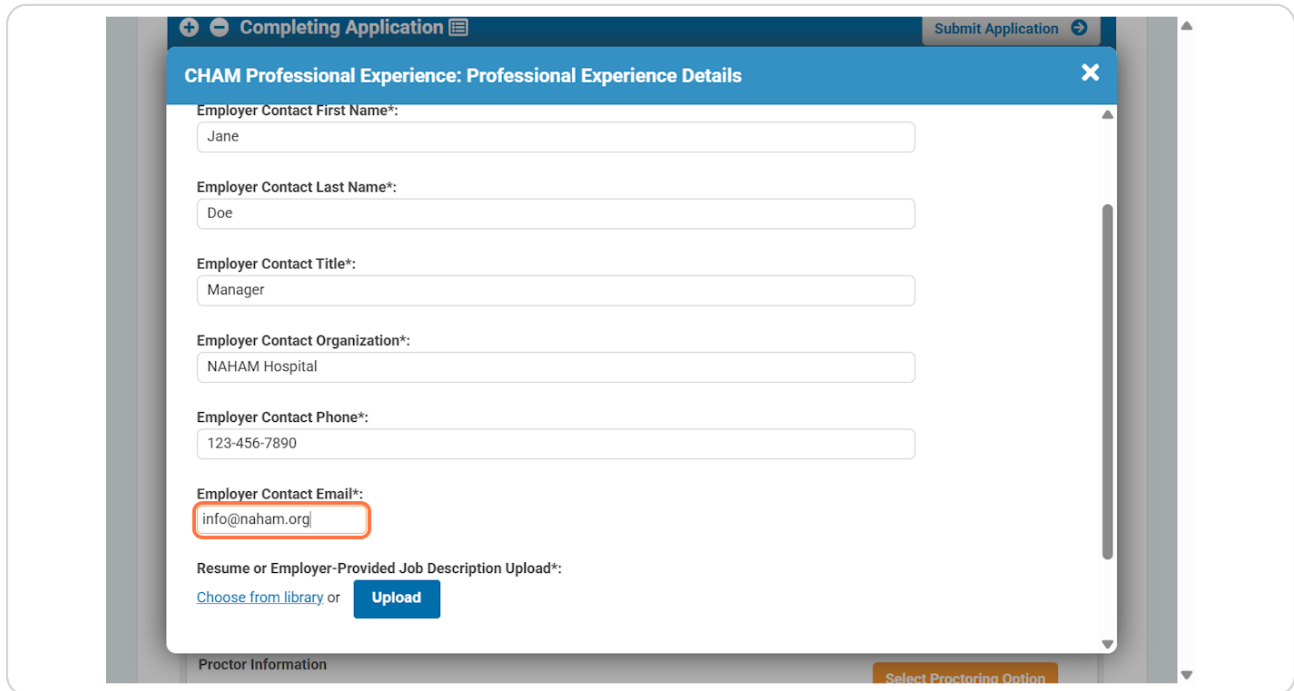
Employer Contact Phone*:

Employer Contact Email*:

STEP 4

Complete all fields to input your supervisor's contact information.

Please note that all fields are required.



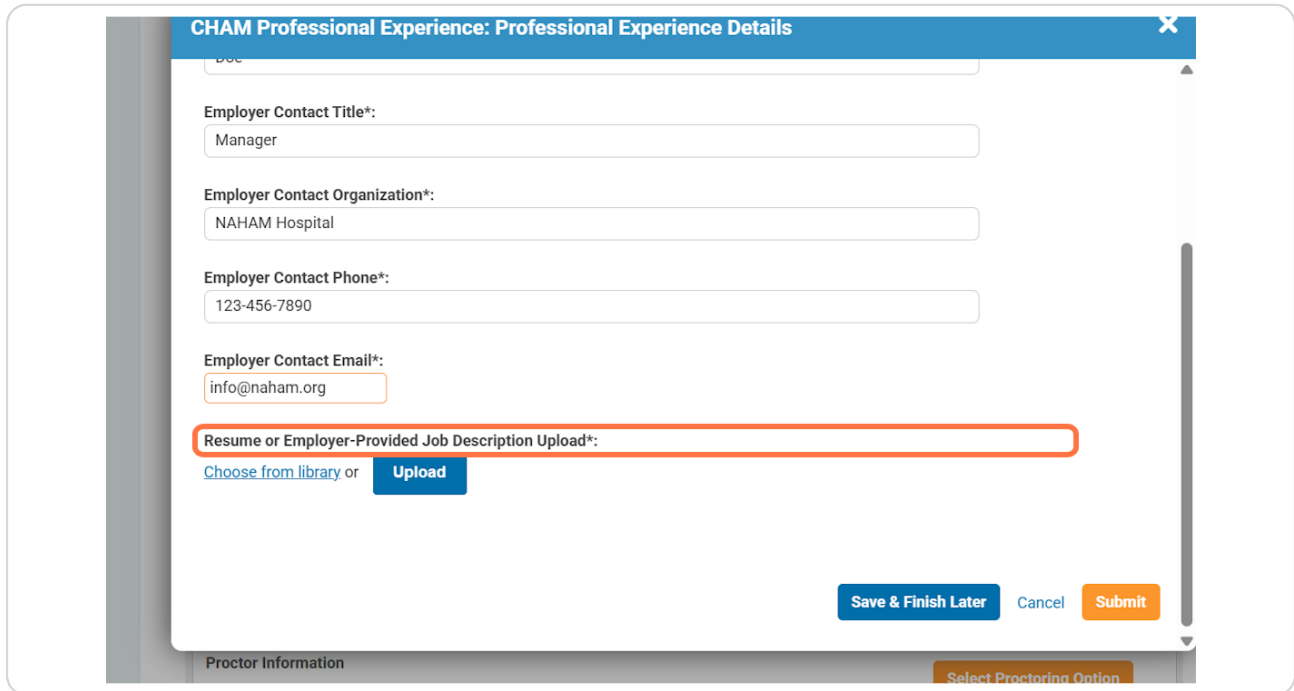
The screenshot shows a web application interface for completing a professional experience form. The main header is "Completing Application" with a "Submit Application" button. The form is titled "CHAM Professional Experience: Professional Experience Details". It contains several required fields, each marked with an asterisk (*):

- Employer Contact First Name*: Jane
- Employer Contact Last Name*: Doe
- Employer Contact Title*: Manager
- Employer Contact Organization*: NAHAM Hospital
- Employer Contact Phone*: 123-456-7890
- Employer Contact Email*: info@naham.org (highlighted with a red box)

Below these fields is a section for "Resume or Employer-Provided Job Description Upload*" with a link "Choose from library" and an "Upload" button. At the bottom, there is a "Proctor Information" section with a "Select Proctoring Option" button.

STEP 5

Please note the updated requirement to upload documentation attesting to your completion of this eligibility requirement for NAHAM Certification Team review.



The screenshot shows a web form titled "CHAM Professional Experience: Professional Experience Details". The form contains several input fields for contact information: "Employer Contact Title*" (with "Manager" entered), "Employer Contact Organization*" (with "NAHAM Hospital" entered), "Employer Contact Phone*" (with "123-456-7890" entered), and "Employer Contact Email*" (with "info@naham.org" entered). Below these is a section for "Resume or Employer-Provided Job Description Upload*" which includes a text input field, a link "Choose from library or", and a blue "Upload" button. At the bottom right of the form are three buttons: "Save & Finish Later", "Cancel", and "Submit". The form is part of a larger interface, with "Proctor Information" and a "Select Proctoring Option" button visible at the very bottom.

CHAM Professional Experience: Professional Experience Details

Employer Contact Title*:
Manager

Employer Contact Organization*:
NAHAM Hospital

Employer Contact Phone*:
123-456-7890

Employer Contact Email*:
info@naham.org

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

Save & Finish Later Cancel Submit

Proctor Information [Select Proctoring Option](#)

STEP 6

Click to **UPLOAD** your documentation attesting to your fulfillment of the "two (2) Years of Management Experience 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.

manager

Employer Contact Organization*:
NAHAM Hospital

Employer Contact Phone*:
123-456-7890

Employer Contact Email*:
info@naham.org

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

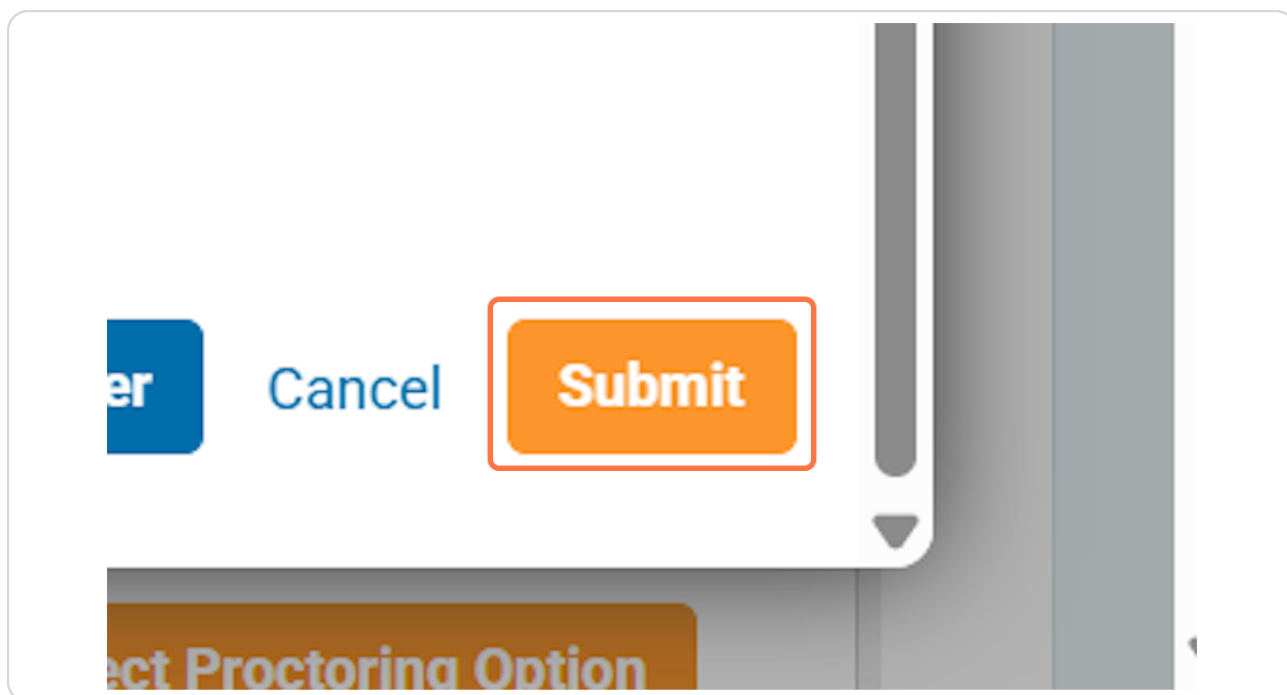
• NAHAM Certification - es Report.csv [Cancel](#)

[Save & Finish Later](#)

Proctor Information [Select](#)

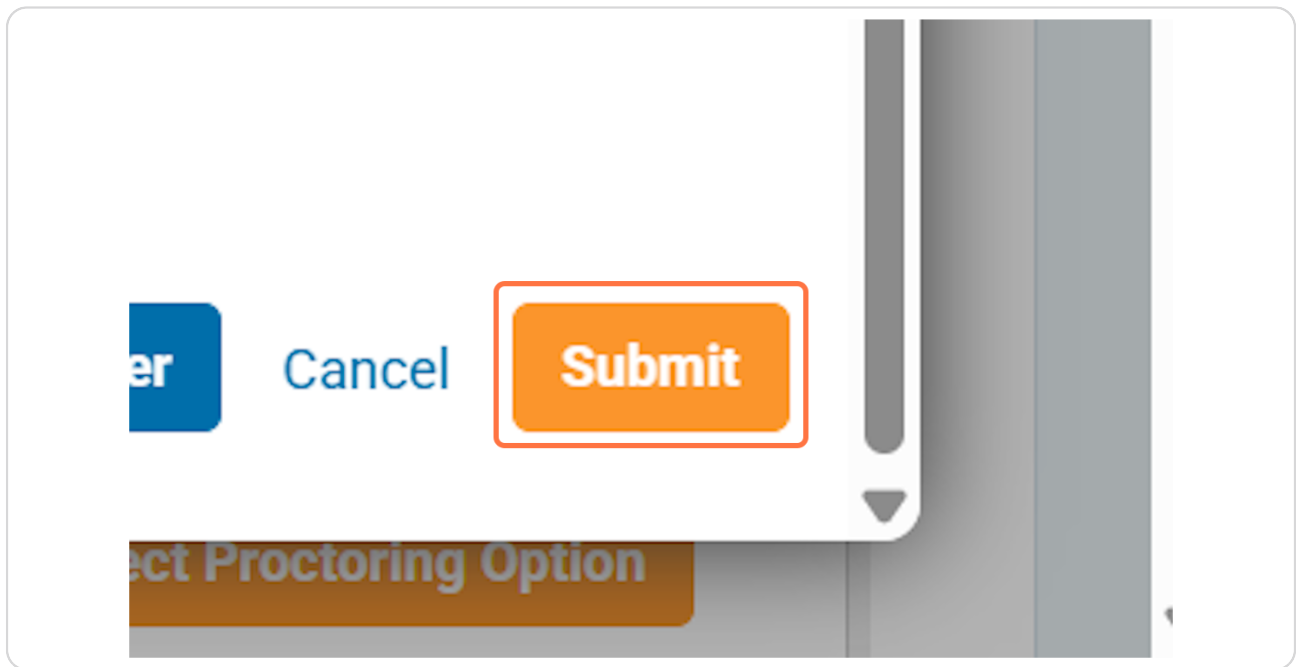
STEP 7

Once your resume or employer-proved job description is uploaded, click on "Submit"



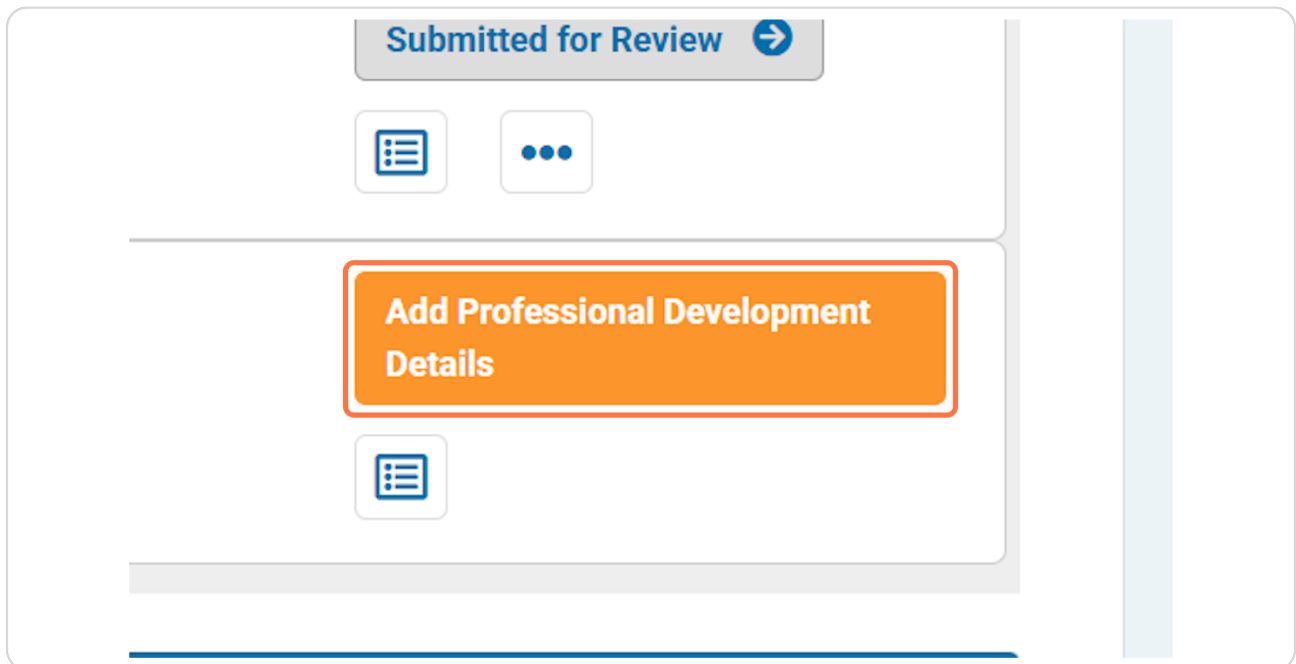
STEP 8

Click on Submit



STEP 9

Click on Add Professional Development Details



STEP 10

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 30 hours of professional development in the last 24 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 30 hours of professional development in the last 24 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 application window.

STEP 11

Click on Select Professional Development 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 30 hours of professional development in the last 24 months.

Professional Development Type*:

Select Professional Development Type

< Previous

Next >

Save & Finish Later

Cancel

Continue

STEP 12

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 30 hours of professional development in the last 24 months), please move to the PROFESSIONAL DEVELOPMENT: OPTION TWO steps.

The screenshot shows a web application interface for "Completing Application". The main heading is "CHAM 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 30 hours of professional development in the last 24 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 30 hours of professional development in the last 24 months". At the bottom of the form, there are buttons for "< Previous", "Next >", "Save & Finish Later", "Cancel", and "Continue". The background shows a table with headers: "Application Task", "Proctor First Name", "Proctor Last Name", "Proctor Email", and "Status". Below the table is a section for "Proctor Information" with a "Select Proctoring Option" button.

STEP 13

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

Completing Application Submit Application

CHAM 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 30 hours of professional development in the last 24 months.

Professional Development Type*:
Letter of Support from a Supervisor

< Previous **Next >**

Save & Finish Later Cancel Continue

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

Select Proctoring Option

STEP 14

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.

Development: Professional Development Details: Complete Details

Letter of Support from a Supervisor Upload*:

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

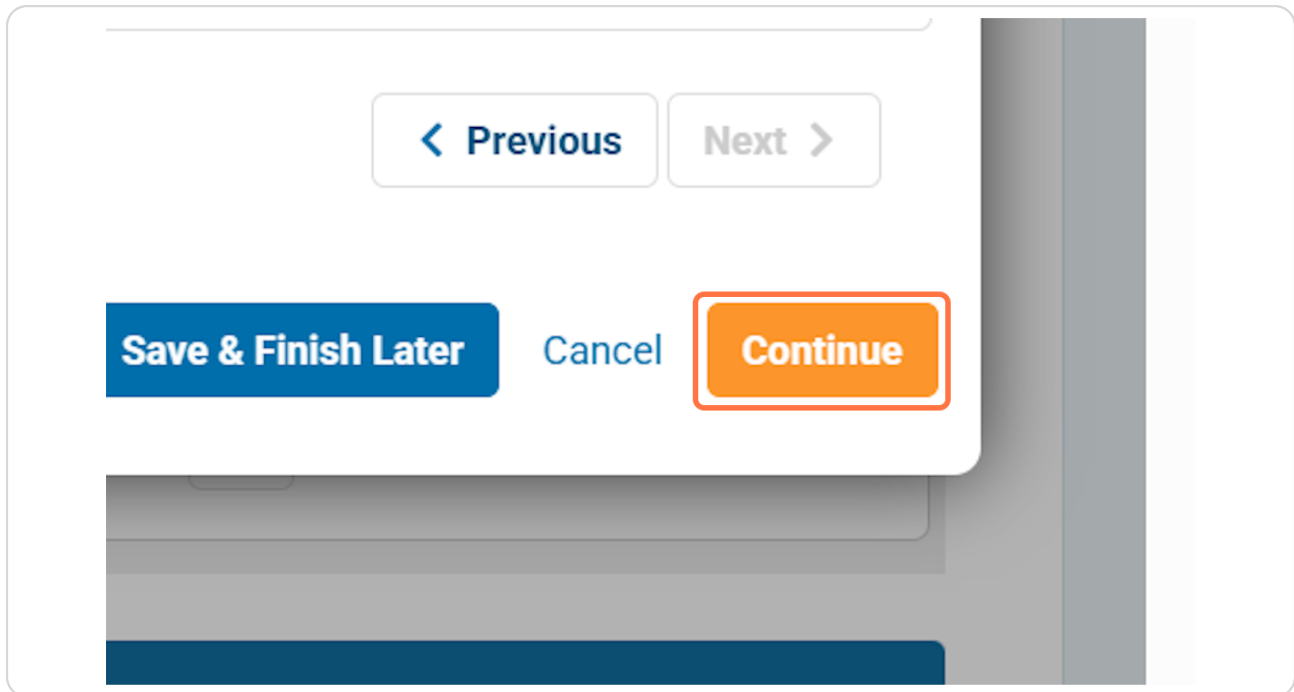
• NAHAM Certification...es Report.csv

[Cancel](#)

< P

STEP 15

PROFESSIONAL DEVELOPMENT: OPTION ONE - Once your letter of support from your supervisor is uploaded, click on the Orange "Continue" button, which will submit this section.



The image shows a white modal window or form overlay. At the top, there are two buttons: a blue button with a left arrow and the text "Previous", and a grey button with the text "Next" and a right arrow. Below these, there are three buttons in a row: a blue button with the text "Save & Finish Later", a grey button with the text "Cancel", and an orange button with the text "Continue". The "Continue" button is highlighted with a thick orange border. The background of the form is a blurred grey and blue gradient.

STEP 16

PROFESSIONAL DEVELOPMENT: OPTION TWO – Select the "Certificates of Completion documenting 30 hours of professional development in the last 24 months" option in the dropdown and click "Next"

Completing Application Submit Application

CHAM 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 30 hours of professional development in the last 24 months.

Professional Development Type*:
Certificates of Completion documenting 30 hours of pr... X

< Previous Next >

Save & Finish Later Cancel Continue

Proctor Information Select Proctoring Option

STEP 17

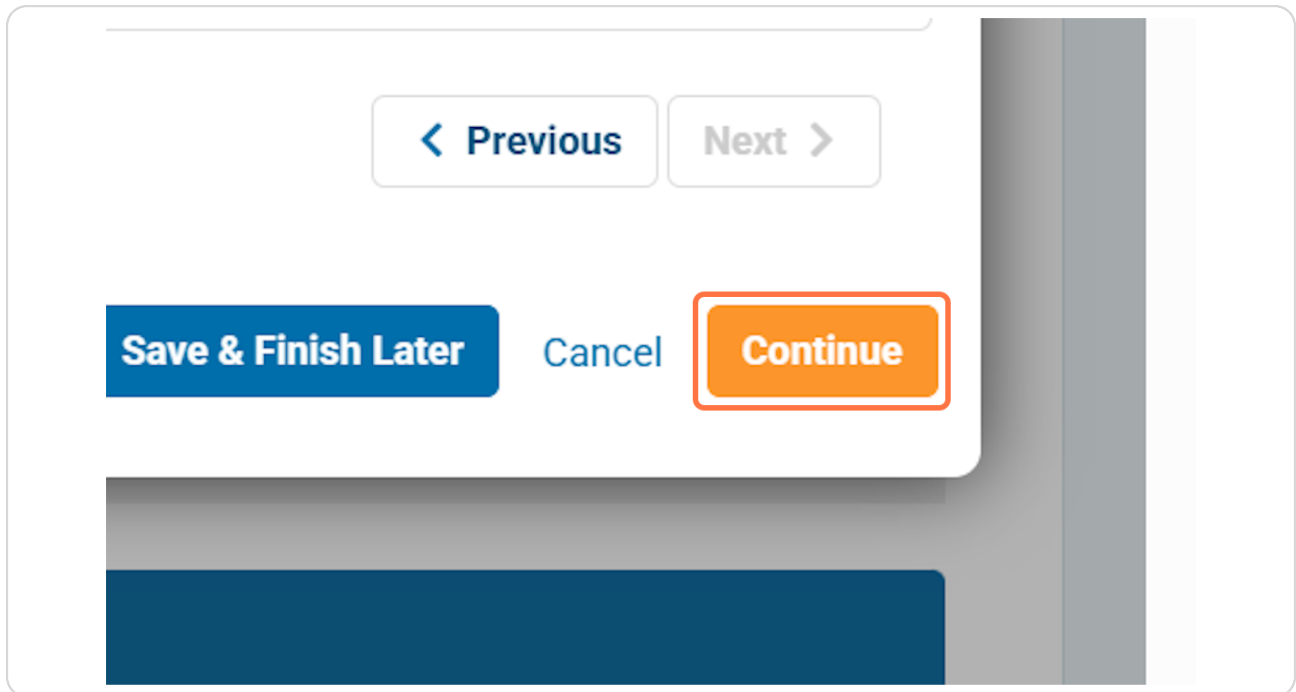
PROFESSIONAL DEVELOPMENT: OPTION TWO - Click to **UPLOAD** your documentation for the "Certificates of Completion documenting 30 hours of professional development in the last 24 months" requirement.

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

The screenshot shows a web application interface for submitting an application. At the top, there is a dark blue header with the word "Application" and a "Submit Application" button with a right arrow. Below the header is a blue banner with the text "Professional Development: Professional Development Details: Complete Details" and a close button (X). The main content area is white and contains a large text box with a blue border. Inside this box, the text reads: "Certificates of Completion documenting 30 hours of professional development within the last 24 months (all certificates must be compiled into one document)*:". Below this text are two options: a blue link "Choose from library" followed by "or" and a blue "Upload" button. Below the "Upload" button, there is a file selection area showing a file named "NAHAM Certification...es Report.csv" with a "Cancel" link to its right. At the bottom of the form, there are three buttons: "Save & Finish Later" (blue), "Cancel" (light blue), and "Continue" (orange). Navigation buttons "Previous" and "Next" are also visible above the bottom buttons.

STEP 18

PROFESSIONAL DEVELOPMENT: OPTION TWO – Once your document with your compiled certificates of completion is uploaded, click on the Orange "Continue" button, which will submit this section.



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 grey 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 grey button with the text "Cancel", and an orange button with the text "Continue". The "Continue" button is highlighted with a red border. Below the buttons, there is a dark blue horizontal bar. The background of the form is a light grey gradient.

STEP 19

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.

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Completing Application

☰

Submit Application →

Eligibility Requirements

☰

Please complete these eligibility requirements.

Application Task	Eligibility Criteria	
CHAM Professional Experience	Two (2) Years Management Experience in the Healthcare or Finance Industry	Submitted for Review → ☰ ⋮
CHAM Professional Development	Certificates of Completion documenting 30 hours of professional development in the last 24 months	Submitted for Review → ☰ ⋮

Proctor Information

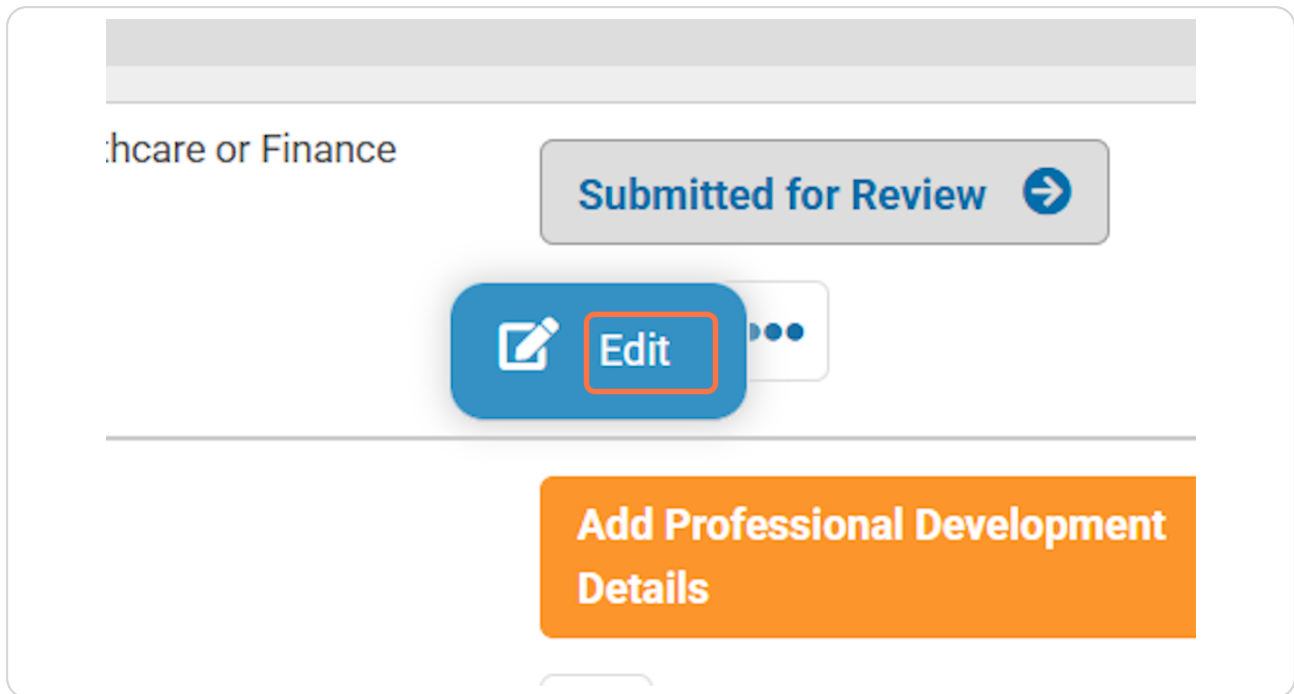
☰

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

Select Proctoring Option

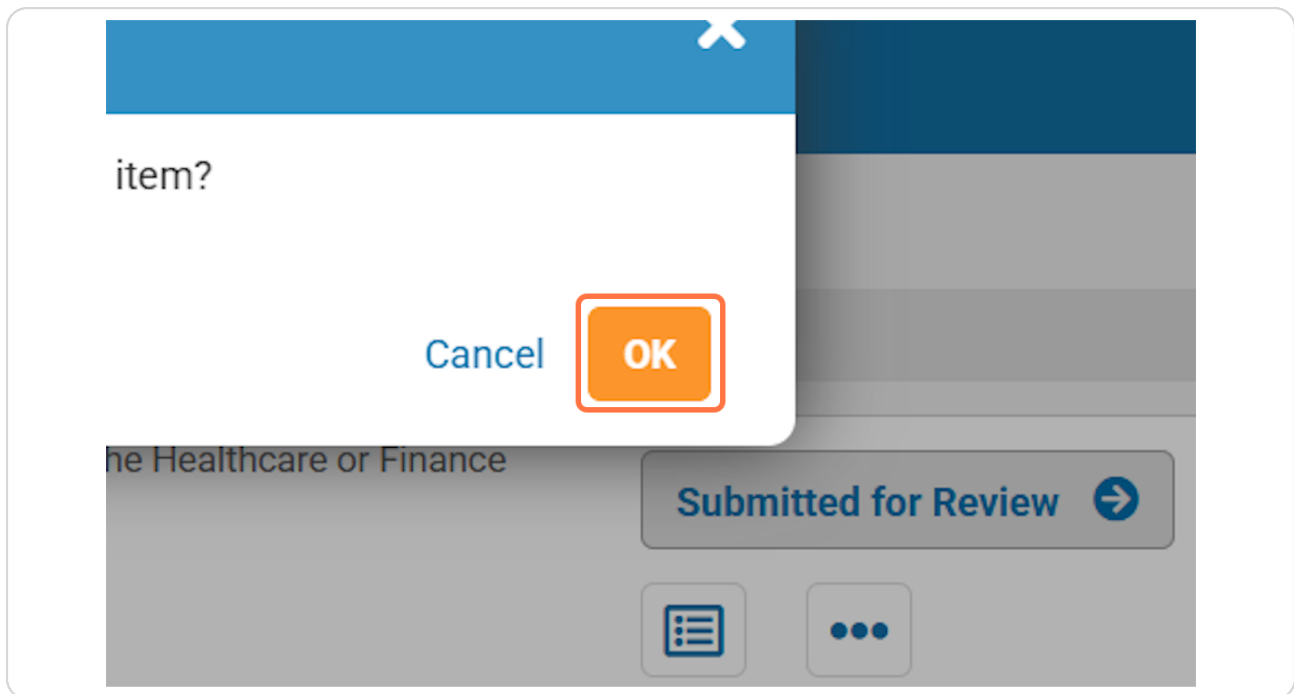
STEP 20

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 21

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 22

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"

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Completing Application

Submit Application

Eligibility Requirements

Please complete these eligibility requirements.

Application Task	Eligibility Criteria	
CHAM Professional Experience	Two (2) Years Management Experience in the Healthcare or Finance Industry	Submitted for Review
CHAM Professional Development	Certificates of Completion documenting 30 hours of professional development in the last 24 months	Submitted for Review

Proctor Information

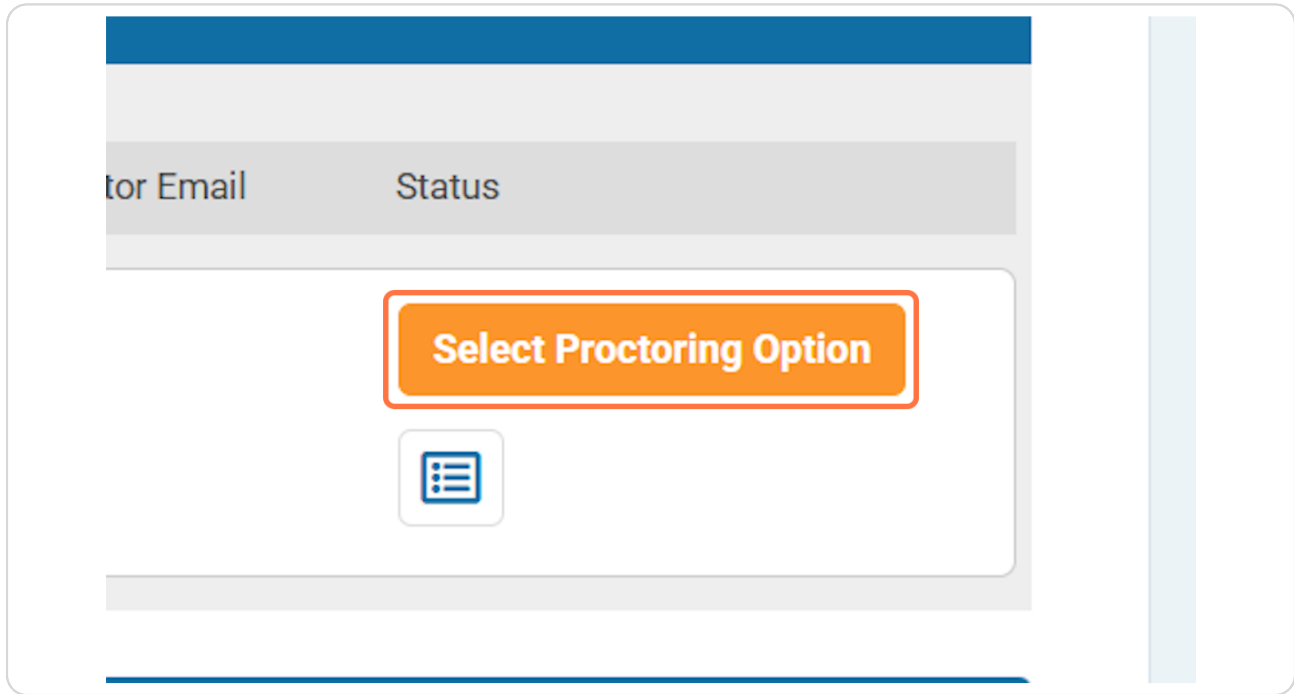
Application Task	Proctor First Name	Proctor Last Name	Proctor Email	Status
Proctor Information				

Select Proctoring Option

STEP 23

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

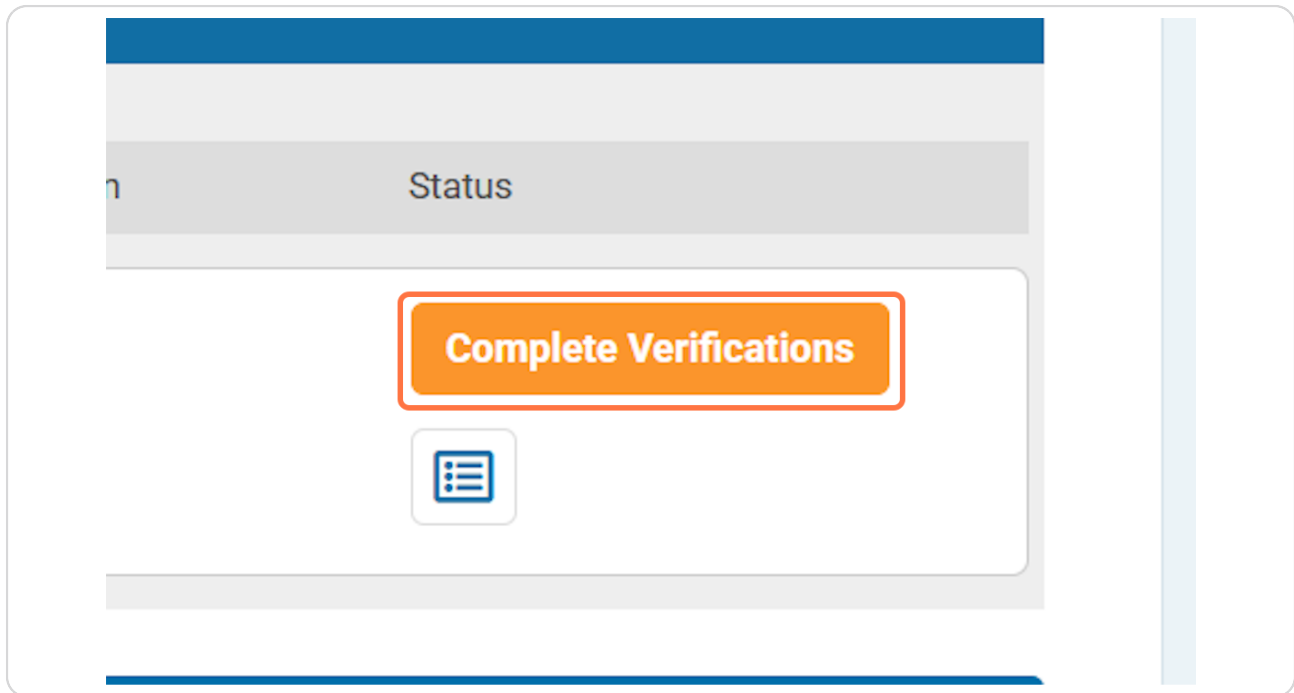
Once you select the option you prefer from the dropdown, follow the prompts to provide any additional information, as necessary and ensure that you hit the Orange "Submit" button to fully submit all of your proctoring information.



The screenshot shows a web interface with a table at the top. The table has two columns: 'Proctor Email' and 'Status'. Below the table, there is a large orange button with the text 'Select Proctoring Option'. Underneath the button is a small icon representing a dropdown menu. The entire form is enclosed in a light gray border with a blue header and footer bar.

STEP 24

Click on Complete Verifications and follow the prompts



STEP 25

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.

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](#)

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