

EXAM GRADING PROCEDURES

CPO/FHC/SHCM:

- ❑ Instructors return the completed exams to NAHMA via 2-day delivery
- ❑ Exams are graded by NAHMA Program Manager
- ❑ Results are processed and NAHMA Program Manager sends out the pass/fail letters
- ❑ Lists of participants who passed the exam, and signed the release consent, will be sent to the sponsoring AHMA (grades are not included)
- ❑ Certificates and lapel pins are mailed approximately one week after pass letters
- ❑ Actual scores are only available to participants who send a written request to the NAHMA Program Manager - results are **not** given on the phone, by fax or email
- ❑ Total processing time is approximately 4-6 weeks