

EXAM GRADING PROCEDURES

CPO/FHC/ACPO

- Instructors return the completed exams to NAHMA via 2-day delivery
- The received date of when NAHMA receives the exams is listed on the website http://www.nahma.org/content/ed_off.html
- Exams are graded by NAHMA Program Manager
- Results are processed and NAHMA Program Manager sends out the pass/fail letters, students that pass will receive a certificate and lapel pin, students that do not pass will receive a “retest” application
- Lists of participants who passed the exam, and signed the release consent, will be sent to the sponsoring AHMA (grades are not included)
- Actual scores and or “strength and weakness evaluation” are only available to participants who send a written request to the NAHMA Program Manager - results are **not** given on the phone.
- Total processing time is 14 business days after receipt of the exams.
- The date that all students results are mailed will be listed on the NAHMA website-http://www.nahma.org/content/ed_off.html

SHCM:

- Exams are graded automatically when the student completes the online exam.
- Students that pass the exam will receive a SHCM application, students that do not pass will receive a “retest application”

For questions about this process, please contact Natasha Patterson at npatterson@nahma.org or (703) 683-8630 X 117

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