

FHC Instructor Box Checklist

Sponsoring AHMA: _____

Course Date: _____

Packed by: _____

- Sign in sheet for day 1
- Exam Sign in sheet
- FHC CD x number of student]s
- Instructor Eval forms 1 per student
- 1 Course Eval form for Instructor
- Return Envelope/FEDEX Slip
- NAHP Updates
- Credential Flyers
- Instructions to online exam 1 per student

FAQs'

1. How do we return a list of students attending the class?
Sign in sheets or student voucher list are to be returned by mail using the paid postage envelope to NAHMA 400 N. Columbus St. Suite 203 Alexandria VA 22214 or by email (npatterson@nahma.org)
2. How do the student take the online exam?
Each student must receive their assigned voucher number from the AHMA and a handout of instructions prior to taking the exam.
3. Is this a proctored exam? No. The CPO FHC and ACPO online exams are non-proctored "open book" test in which the student can take on their own at home or in the office.
4. How long does the student have to take the test?
Students must take the online exam within 3 weeks once the exam voucher number is released. The student may request an extension to take the exam by contacting the AHMA that issued the voucher.