



American Academy of Healthcare
Interior Designers

(CHID) Certified Healthcare Interior Designer®

Candidate Handbook

**8735 W. Higgins Road, Suite 300
Chicago, IL 60631**

Revised: 6/11/2020

PURPOSE

The purpose of the (CHID) Certified Healthcare Interior Designer® Candidate Handbook is to provide information about the CHID certification process to potential candidates. Prior to submitting an application, this handbook must be read in full. Please note that information contained in this handbook is subject to change. It is the candidate's responsibility to ensure that the most current edition is followed.

A NOTE FROM THE AMERICAN ACADEMY OF HEALTHCARE INTERIOR DESIGNERS (AAHID)

Since 2004, the American Academy of Healthcare Interior Designers (AAHID) has offered the only independent certification specifically for healthcare interior designers. AAHID's mission is to provide certification for interior designers qualified by education, examination, training and experience to provide interior design services to the healthcare industry.

AAHID is known by the healthcare industry as the certification of choice in assessing and qualifying healthcare interior designers. (CHID) Certified Healthcare Interior Designers® are recognized and distinguished from other architects, designers, decorators, and interior designers.

All correspondence and questions related to the examination should be directed to:

AAHID

8735 W. Higgins Road, Suite 300

Chicago, IL 60631

847-375-6870

855-288-9295

E-mail: info@aahid.org

Web site: aahid.org

TESTING AGENCY

Certification Management Systems (CMS) is the professional testing agency contracted by AAHID to assist in the development, processing, scoring and analyses of the CHID examination. Examination item content development is completed by certified subject matter experts with the oversight of CMS. Inquiries related to examination scheduling, test development, administration, scoring and reporting should be directed to AAHID.

STATEMENT OF NONDISCRIMINATION

AAHID and CMS do not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, sexual orientation, or marital status.

STUDY PREPARATION

The multiple-choice examination consists of 165 questions from two main content areas; Planning and Predesign and Design with questions addressing acute care, ambulatory care and residential healthcare facilities. Content areas are found in the [Examination Content Objectives](#). Each domain is represented by a specific number of questions. Each question stems from information found within the [Reference List](#). [Sample Questions](#) are available and are similar to questions that may appear on the CHID examination.

EXAMINATION ADMINISTRATION

In the year of application, an eligible candidate must register through CMS to take the examination during the dates of September 1-30. The candidate will have the opportunity to select the date and time of administration. The examination is administered online, with a remote proctor. A computer, a web cam, an internet browser and a connection to high speed internet are required.

The examination is administered through a web-based application that does not require prior download. However, Zoom is required separately for proctor access. To download Zoom, [click here](#), and then verify system access. In the event that Zoom is not able to successfully connect the examinee and the proctor, GoToMeeting will be utilized to connect both parties, per the proctor’s direction. For GoToMeeting access, [click here](#) and then verify system access.

Examinees have up to 3 hours to take the examination. A countdown timer is displayed at the top right corner of the testing window showing the remainder of time left to take the examination.

DURATION OF EXAMINATION	QUANTITY/FORMAT OF EXAMINATION	NOTIFICATION OF EXAMINATION RESULTS
3 hours	165 multiple-choice questions	Pass/Fail status reported immediately upon completion of examination

APPLICANT ELIGIBILITY

To meet the eligibility criteria for the CHID examination, applicants must qualify for either of the following two pathway requirements:

Criteria	Pathway 1	Pathway 2
Years of Experience	A minimum of three (3) years of experience in healthcare interior design/healthcare architecture	A minimum of ten (10) years of experience in healthcare interior design/healthcare architecture
Certification	Passed the NCIDQ/NCARB exam	No requirement

APPLICATION AND EXAMINATION FEES

Applicants must complete and submit the application found at aahid.org by 5pm CST on May 1 with the following corresponding information submitted:

1. Photo (.jpg file, maximum width: 1024 pixels, maximum file size: 1MB)
2. Proof of NCIDQ or NCARB certification
3. Resume
4. CHID Endorsement (if an endorsement is needed, please contact info@aahid.org)
5. Payment

The cost to apply for the examination is \$400 payable to AAHID. The \$400 fee includes a \$100 non-refundable application fee and a \$300 examination fee. If an applicant is not approved to sit for the examination, the \$300 examination fee will be refunded.

ANNUAL EXAMINATION CYCLE

APPLICATION DEADLINE	EXAMINATION WINDOW	APPLICATION FEE
May 1	September 1 - 30	\$400

RETAKE (FAIL) OR EXAMINATION TRANSFER	RETAKE OR EXAMINATION TRANSFER WINDOW	RETAKE OR TRANSFER FEE
If retaking or transferring from the September examination window, a candidate must contact info@aahid.org by October 1.	January 1 - February 28	\$200

LOGISTIC INFORMATION

EXAMINATION RESCHEDULING

It is acceptable to reschedule a testing appointment within the same examination window. Candidates may reschedule a testing appointment through the CMS registration system up to 24 hours in advance of the testing appointment to avoid a \$5 rescheduling fee. If the rescheduling request is made fewer than 24 hours in advance of the testing appointment, the candidate will be considered a no-show and will forfeit the examination fee.

RETAKE POLICY

If a candidate does not successfully pass during the September window, an additional opportunity will be given to the candidate to schedule and retake the examination the following January 1 - February 28. A \$200 retake fee applies. If the examination is not passed by February 28, the candidate must reapply in order to take the examination again. All current annual fees apply at the time of reapplication.

EXAMINATION TRANSFER

If a candidate does not take the examination during the September window, the examination fee will be forfeited and a \$200 transfer fee will apply to take the examination immediately following during the January 1 – February 28 window. *Candidates must notify info@aahid.org of the transfer request by October 1.* A candidate that does not appropriately notify AAHID of this intent will not be eligible for transfer and must reapply in order to take the examination again. All current annual fees apply at the time of reapplication.

LATE ARRIVAL/FAILURE TO SHOW

Candidates may log into the system 15 minutes *prior to the scheduled testing appointment time*. Candidates who do not successfully log in 16 or more minutes after the scheduled appointment time, or fail to show, are considered a no show and are subject to a \$5 cancellation fee as well as forfeiting the examination fee. The \$5 fee will be assessed to the examinee through a secure e-commerce source.

CANCELLATION

Candidates may cancel a testing session through the CMS registration system up to 24 hours in advance of the testing appointment to avoid a \$5 cancellation fee through a secure e-commerce source. If the cancellation request is made fewer than 24 hours in advance of the testing appointment or if the candidate does not appear for the testing appointment and has not connected to the CMS registration system to cancel or reschedule, the candidate will be considered a no-show and will forfeit the examination fee.

ELIGIBILITY EXPIRATION

If the examination is not taken by February 28, reapplication is required. The current annual application and examination fees will apply at the time of reapplication.

EXAMINATION RULES AND INFORMATION

On the day of the examination, examinees may log into the system *15 minutes prior to the scheduled start time* to confirm identification and proctor authorization. The proctor will guide candidates through the check-in process and will be available throughout the examination.

1. Computer or laptop (must be connected to a power source) is required to have a webcam, microphone, and speakers which must function and remain on the entire duration of the examination.
2. Candidates must provide current and valid government-issued photo identification. If needed, proof of name change documentation should be presented to the proctor at the time of the examination.
3. The only software allowed to run on candidate's computer is Zoom, GoToMeeting, and the CMS proctoring portal web browser (Examity). Computer settings must be disabled so that no other windows pop up.
4. The candidate's testing area must be clear. Phones, papers, post-it notes, books, electronic devices, headphones, food, beverages, etc. are not allowed. The proctor will ask the candidate to pan the room and desk sweep with the webcam to ensure the workspace is clear of any materials.
5. No other person/persons are allowed in the room during the examination.
6. The candidate cannot leave their seat for the duration of the examination (consult proctor if a bathroom break is required).
7. The proctor must be able to see the candidate for the entire length of the examination.
8. If a password needs to be reset, password parameters are as follows:
8 characters with at least 1 symbol, 1 number, 1 uppercase letter, 1 lowercase letter
9. Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log candidates back into the examination. If this occurs, candidates should inform the proctor that the connection has been lost and the proctor will

assist candidates in logging back into the examination. The examination time remaining will be exactly the same as it was when the internet connection was lost.

EMERGENCIES

Exceptions to the cancellation/reschedule policy may be made at AAHID's discretion in the event of a substantiated medical emergency or death in the family if a candidate has contacted AAHID prior to the scheduled examination date. Regardless of the circumstance, the examination must be completed in the duration noted above and will not be transferred over to the next examination cycle.

REASONABLE ACCOMMODATIONS

In adherence to the Americans with Disabilities Act (ADA, 2010), AAHID and CMS provide reasonable and appropriate accommodations for qualified individuals who supply appropriate documentation at the time of application. Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability and submitted documentation. Accommodations do not include options that fundamentally alter the operation or nature of the examination. If a candidate is not approved for a reasonable accommodation, an appeal can be made by providing additional documentation, or the candidate can sit for the examination under standard conditions.

PASS/FAIL NOTIFICATION

Upon completion of the examination, a "PASS" or "FAIL" notification will be issued. Numeric scores are not provided. Examinees that are unsuccessful at passing the examination may be provided guidance surrounding the subject area (acute, ambulatory care, residential care) where study can be focused.

PASSING THE EXAMINATION

An official welcome and certificate will be issued from AAHID 30 days after the examination window has closed.

CONFIDENTIALITY

Immediate examination results are only released to the candidate.

CANDIDATE APPEAL PROCESS

Contact AAHID in writing to make a comment concerning the test administration process or a particular test question. Provide name, address, and the test date with the comment.

CONTINUING EDUCATION/RECERTIFICATION

To maintain active (CHID) Certified Healthcare Interior Designer® status, CHIDs must obtain and retain proof of completion for Continuing Education (CE) requirements. Each recertification cycle is 2 years in length, beginning January 1 of the year following the completion of the certification examination or prior recertification cycle. The cycle ends on December 31 of the second year. During each 2-year cycle, 10 CE hours are required.

For example, if the examination was passed in September 2021, renewal occurs on December 31, 2023.

There is a \$300 recertification fee that is due at the end of the calendar year in which CHIDs are due to recertify. The fee payment schedule is aligned with the 2-year CE requirement cycle and therefore will be paid in alternate years. Notification will be sent via email prior to the expiration date indicating recertification is due.

CHID CANDIDATE AUTHORIZATION AND CONSENT

APPLICATION SUBMISSION

By checking the appropriate box and submitting the CHID Examination Application, the candidate certifies that all information contained in the submitted application to the American Academy of Healthcare Interior Designers (AAHID) is true and accurate to the best of their knowledge and agrees to immediately notify AAHID of any change in name, address, telephone number, email or other contact information.

The Candidate (hereafter referred to as "I") hereby authorizes AAHID, and its officers, board of directors, committee members, panel members and agents ("the above designated parties") to review my application and determine my eligibility to take the CHID examination. I agree to cooperate promptly and fully in any review of my application and examination by AAHID including submitting such documents and information deemed necessary to confirm the information in my application. I authorize AAHID to contact any state/provincial and federal authorities, employers and others to confirm the information contained in my application.

I hereby waive all claims against AAHID arising out of my application and my participation in the CHID examination, including (but not limited to) claims arising out of (i) any release of information to state/provincial and federal authorities, licensing boards, employers and others and (ii) any investigation and review of my application and examination by AAHID.

I agree to indemnify and hold harmless AAHID for any third-party claims arising out of any action taken pursuant to the policies and procedures of AAHID with regard to my application or the examination. In addition, I agree to indemnify AAHID for any third-party claims arising out of my professional practice and related activities.

I agree to indemnify and hold harmless AAHID for any action taken pursuant to AAHID policies and procedures with regard to this application and the CHID examination.

SHOULD MY APPLICATION BE ACCEPTED AND I AM ALLOWED TO TAKE THE CHID EXAMINATION

I understand that AAHID reserves the right to refuse examination administration if I do not have the proper identification (valid photo ID) or if I am late or fail to appear for the examination without canceling in advance of the scheduled appointment, I will not receive a refund of the examination fee and there will be no credit for future examination. I understand that the proctor will maintain a secure and proper test administration at their discretion. I acknowledge that in this capacity, the proctor may interrupt me or stop the examination before or during the examination.

As a condition of being permitted to take the CHID examination, I hereby agree that I understand that AAHID's responsibility is confined to compiling and administering an examination that tests competency of practitioners in the field of healthcare interior design and that AAHID cannot provide individual assistance to examination candidates. In consequence, by my signature on the application, I accept AAHID's determination of my examination score(s).

If for any reason AAHID is unable to provide me with the results of the examination, AAHID shall have no liability beyond authorizing me to retake the examination, with the examination fee waived, at the next regularly scheduled examination date.

Any person who fails to accurately and completely disclose information and/or who willingly makes misleading, deceptive or false statements on any form may be subject to disciplinary actions and/or refusal or revocation of service and certification by AAHID.

I acknowledge that the CHID examination and the content contained therein are the sole and exclusive property of AAHID and are registered as such within the U.S. and Canadian Copyright Offices. I hereby agree not to disclose any CHID examination questions or their content and acknowledge that the disclosure of examination questions or content is cheating as well as a violation of AAHID's copyright and the CHID Confidentiality Policy and Agreement. I will not share any examination materials, reproduce the examination materials or transmit examination questions or answers in any form to any other person.

AAHID may impose any sanctions it deems appropriate for testing or confidentiality irregularities, and AAHID may pursue all legal remedies available to recover monetary damages caused by such conduct and to enjoin violations of its rights with respect to the CHID examination.

I understand that I may only seek admission to take the CHID examination for the purpose of seeking a CHID certification in the field of healthcare interior design and for no other purpose.

I understand that my eligibility for the CHID examination is governed by a window of eligibility. I acknowledge that in the event I have first applied for a CHID certification, I must pass all requirements of the CHID examination by the given deadline or my application will be considered void and I must repeat the process.

I understand that review of the adequacy of examination materials will be limited to computing accurate scoring; I waive all further claims of examination review. If circumstances cast doubt upon the validity of my CHID examination, I agree to cooperate fully in the investigation. Subsequent to such investigation, if it is determined that my behavior was not authorized or is prohibited by AAHID in connection with any CHID examination, I understand that my examination performance may be voided, and such activity may be subject to legal action. In such a case where my examination performance is voided based upon my unauthorized or prohibited behavior, I agree that I will not receive a refund of the application examination fees, and there will be no credit for future examinations.

INFORMATION RELEASE

I acknowledge and permit AAHID to release my name, employer, contact information and photograph and the fact that I have been granted CHID certification to the media, Industry Partners, my peers and the public at large. I further agree that AAHID may release my name and contact information on the AAHID website, in promotional materials and in a mailing list or other lists of CHIDs. AAHID may also confirm certification verification to outside parties.

SHOULD I BE GRANTED THE CHID CERTIFICATION

I understand that if I wish to maintain the active CHID certification status, I must remain in compliance with all requirements for continuing education and necessary recertification payment. I further understand that AAHID may need to access documentation of CE credits earned for the purposes of evaluating my recertification requirements and pledge that I will cooperate with AAHID to the fullest extent possible as it determines my status for recertification.

TRADEMARKS

The “AAHID” trademark and the stylized AAHID logo are the sole and exclusive property of AAHID and are subject to all applicable trademark and other rights of AAHID as owner under the United States and Canadian intellectual property law and international conventions. This intellectual property can not be used without the express prior written consent of AAHID.

If trademarks are used inappropriately, offenders will at their own expense correct any inaccurate or unauthorized use of AAHID’s trademark and logo. If an individual fails to make corrections, AAHID is entitled to obtain all relief permitted by law, including but not limited to injunctive relief to enforce its rights with respect to the protection of its name, trademark, logo and other intellectual property.

CHID EXAMINATION CONFIDENTIALITY POLICY AND AGREEMENT

This CHID Examination Confidentiality Policy and Agreement outlines the responsibility of the examination candidate during and after the course of his or her participation with AAHID and its examination. The goal of this policy is to allow AAHID to provide valuable services to its certificants and clients by protecting its copyrighted material. CHID application submission indicates acceptance and abidance of this CHID Examination Confidentiality Policy and Agreement. This policy will remain in full force and effect indefinitely upon acceptance of the policy.

EXAMINATION CONFIDENTIALITY

The examination is the sole and exclusive property of AAHID and may not be used in any way without the express written consent of AAHID. AAHID will protect the integrity of the examination through rigorous copyright and confidentiality enforcement processes.

AAHID reserves the right to impose any sanctions it believes appropriate for testing or confidentiality irregularities. Sanctions may include but are not limited to confiscation of unauthorized materials, legal notices, cancellation of admission to the examination, cancellation of scores and/or suspension from future examination administrations. AAHID may also seek to collect financial damages, including but not limited to attorney’s fees, test reprinting and shipping costs and costs associated with the development of new test content.

Pending resolution of any testing or confidentiality irregularity, AAHID shall have the authority to place a hold on any examination application, acceptance notification or examination result until the Board of Directors has determined the appropriate course of action and whether the issuance of sanctions is warranted. Applicants or candidates shall be notified in writing if their application, acceptance letter or examination result is on hold.

Board decisions on sanctions are final. Applicants or candidates shall be notified in writing of any Board decision regarding their examination status. AAHID reserves the right to release information regarding an individual’s noncompliance with AAHID policies or with the policies of other private voluntary credentialing organizations and the pendency or outcome of investigations into irregularities to state and federal authorities, licensing boards, employers and others. This includes but is not limited to any relevant state boards or registration or professional associations by which an applicant or candidate seeks certification or other form of recognition by virtue of his/her participation in the CHID examination.

No refunds of any fees shall be granted as a result of any sanctions levied. The following are examples of testing or confidentiality irregularities subject to action by AAHID:

- **Unauthorized Access to Devices or Materials** The use of or reference to any device or any written materials during the examination is strictly prohibited (other than as authorized for persons testing under approved special accommodations conditions) and will conclusively be presumed to be for purposes of assistance on the CHID examination.
- **Removing/Reproducing Test Materials from the Examination**
No one is permitted to make, keep or distribute copies, excerpts or notes of examination materials of any kind.
- **Seeking Assistance During the Examination**
Anyone giving or receiving assistance of any kind will have access to the examination revoked and will be asked to cease testing and may be subject to other sanctions.
- **Seeking CHID Examination Content**
A candidate or anyone else who willfully obtains or seeks to obtain CHID examination content disclosed by others is also subject to sanctions.
- **Other Prohibited Behaviors**
AAHID prohibits certain behaviors including (but not limited to): copying test questions; copying answers; permitting another to copy answers; falsifying information required for admission to an examination; impersonating another examinee or certificand and taking the examination for any reason other than for the purpose of seeking certification or as required by an employer as a condition for employment.

AGREEMENT

By signing and submitting the CHID Examination Application, I submit to fully acknowledging and understanding the entire contents of this Handbook. The items noted within the Handbook will remain in full force and be in effect indefinitely.