



HFTP

ACADEMY



CERTIFICATION CALENDAR

HFTP offers several opportunities to take the CHAE/CHTP certification exams.

Public Reviews and Exams — HFTP will schedule public reviews sessions and exams, co-located with conferences and chapter meetings. *Chapters: consider hosting an exam for the convenience of your members.*

Private Exams — HFTP's exams are available online and ready when you are with a proctor at the location of your choice. These are completed from your private location under the supervision of a proctor. Use the [Proctor Form](#) for this option.





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SCHEDULE AN EXAM

Despite the fact that there are currently no public exams scheduled, candidates can still arrange a private exam online. In order to take the exam online, you must have a completed application on file and the exam must be [proctored](#). The proctor form needs to be submitted 10 business days prior to the intended exam date. Online test results are given within 24 hours of exam completion by email.

System Requirements for Online Exams

High speed internet access is a must due to the fact that you are given a four-hour timeframe to complete all sections of the exam. The online exams can be given from a wired or wireless internet access point. The online exams are available on PC, Mac and mobile devices.

Request either a public or private exam by emailing certification@hftp.org.





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