



# ONLINE SHCM EXAM VOUCHER ORDER FORM

- \$150 per voucher.
- Please allow 5 business days from ordering to receive emailed exam voucher number from SAHMA. Once you receive the voucher, your voucher will be valid for three (3) weeks. It is helpful to identify your proctor prior to ordering the exam if you are using a live proctor.
- The exam taker must designate the proctor option at the time of purchase.
- The online SHCM exam will produce immediate pass/fail results, once it is completed. You will have 3 hours for this timed exam.
- The online SHCM exam is compatible with Internet Explorer, Firefox, Chrome, Microsoft Edge and Safari web browsers. The exam is compatible with all tablets regardless of their operating systems. The exam can be taken on a Desktop computer, laptop, or tablet.

## Proctor Options

The exam taker will select their Proctor Option at the time of purchase.

**Live Proctor:** The exam taker will identify a NAHP or NAHPE certified individual from within their company to act as a proctor.

The proctor will contact Natasha Patterson at the NAHMA Office to set up a proctor training webinar with TesTrac (the online testing system) to participate in a 10 minute webinar in order to be eligible to proctor the exam. This webinar will give instructions on how to administer the SHCM exam. The proctor will need to sign a Memorandum of Understanding (MOU). *Natasha Patterson, NAHMA - npatterson@nahma.org*

Coordinate the exam date and location with your proctor. The proctor will need to stay with the exam taker the entire duration of the exam.

**Online Proctor (OLP):** The exam taker will register on the exam site and schedule the exam through Examity (the online proctor provider). Your device will need a camera, microphone and speakers and be compatible with the GoToWebinar platform to use the OLP option. The proctor will need to obtain keyboard and mouse controls in order to input proctor information.

**Proctor Option:**  Live Proctor  Online Proctor (OLP)

Name: \_\_\_\_\_

Management Company: \_\_\_\_\_

Property: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Check payable to SAHMA enclosed in the amount of \$ \_\_\_\_\_

Credit Card Name as it appears on card: \_\_\_\_\_

Visa

Mastercard

Amex

Discover

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: *(required for all orders)* \_\_\_\_\_

**Payment must be received before your order is processed.**

Mail your payment with order form to: SAHMA, 315 W Ponce de Leon Ave, Suite 500, Decatur, GA 30030

Email your order form with credit card information to [info@sahma.org](mailto:info@sahma.org)

Questions? Call (800) 745-4088 or visit [www.SAHMA.org](http://www.SAHMA.org)