



# ONLINE SHCM EXAM VOUCHER ORDER FORM

- \$150 per voucher.
- Once ordered, vouchers are valid for three weeks. Please allow 5 business days from ordering to receive emailed exam voucher number from SAHMA. It is helpful to identify your proctor prior to ordering the exam.
- 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 9 and higher and Safari web browsers. The exam is compatible with all tablets regardless of their operating systems

### Exam Procedures

**Step 1:** The exam taker will find a NAHP or NAHPE certified person from within their company to act as a proctor. If you need assistance finding a proctor, please contact the SAHMA Office.  
SAHMA Office - 404-691-3337

**Step 2:** 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 MOU.  
Natasha Patterson, NAHMA - npatterson@nahma.org

**Step 3:** Coordinate the exam date and location with your proctor. The exam can be taken on a Desktop computer, laptop, or tablet. The proctor will need to stay with the exam taker the entire duration of the exam.

**Step 4:** In case of a technical emergency during the exam, call Doug O'Dell with TesTrac at 952-997-0641 or dbodell@testrac.com for support.

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

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

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

Mailing Address: *(no PO Boxes)* \_\_\_\_\_

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

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

Email: *(required for tracking #)* \_\_\_\_\_

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

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

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

Mastercard

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

Discover 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, 5570 J Tulane Dr SW, Atlanta, GA 30336

Email your order form with credit card information to info@sahma.org

Questions? Call (800) 745-4088 or visit www.SAHMA.org