



Hippotherapy Clinical Specialist® Examination Application Instructions

Step 1 – Fill Out the Application

- Go to application link on AHCBS's website: [AHCBS Hippotherapy Clinical Specialist Exam](#)
- Select "AHCBS Hippotherapy Clinical Specialist® Exam Application" link and complete the application using your name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID. It is suggested to keep a copy of your completed application, including date.

Step 2 – Pay Exam Fee and Save Receipt

- Pay appropriate examination fee on the AHCBS website (see above), **keep a copy of the receipt** for submission with other supporting documentation.

Step 3 – Submit Supporting Documents Within 24 Hours of Completing the Application (preferred document format: PDF or jpeg)

- Submit the following in **ONE email** to: applications@hippotherapycertification.org and indicate your name and "HPCS Application" in the subject line:
 1. Completed Attestation Statement.
 2. Proof of online payment for appropriate exam.
 3. Proof of current license or credentials for professional practice (PT, OT, or SLP & assistants).
 4. Copy of current AHA membership card if paying the member price.
- Applications are considered complete when all information, documentation, and payment has been received. AHCBS will send a confirmation email indicating receipt and/or status of all application components, please allow up to 10 business days for review.

Step 4 – Receive Application Status Update

After your application is reviewed, AHCBS will send another email indicating your application status as one of the following:

- **Approved:** This means your application is approved. You will move on to Step 4.
- **Re-opened for more documents:** Required documentation is missing or incomplete, follow the directions in the email.
 - Applications that are incomplete as of 21 days before the first day of the testing window will be refunded minus the administration fee (see fees page).
- **Rejected:** This means you are not eligible to take the exam. The reason will be explained in the email. Rejected applications will be refunded minus the administration fee (see fees page).

***Note*:** Any refunds will be processed approximately 30 days after the end of the testing period.

Step 5 – Receive Scheduling Authorization and Schedule Testing Appointment

Approved candidates will receive an email from Professional Testing Corp. (PTC) with a PIN number and Scheduling Authorization, within 4-11 weeks prior to the start of the testing window.

- Scheduling Authorization emails come from notices@ptcny.com. **Do NOT lose this email!**
- The Scheduling Authorization includes important information including:
 - a. Your PTC candidate ID number
 - b. Instructions on how to make your exam appointment with Prometric.

***Note*:** If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.