AHCB
American Hippotherapy Certification Board

Hippotherapy Clinical Specialist® Examination Application Instructions

Step 1 – Fill Out the Application

- Go to application link on AHCB's website: AHCB Hippotherapy Clinical Specialist Exam
- Select "AHCB 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 AHCB 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).

- If requesting accommodations, **see Candidate Handbook for information and deadline, submit with other documentation** (form says to submit to PTC at bottom – do not!). Form is online with other application-related documents.
- 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).
  4. Copy of current AHA, Inc. Individual membership card if paying the member price.
- Applications are considered complete when all information, documentation, and payment has been received.

AHCB 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, AHCB 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.**