

Certified Administrator Renal Healthcare (CARH)

Policy 1.6- Exam Application Process

Application Requirements

Before applying, carefully review the information contained in this handbook. Taking the certification examination is voluntary. The RHCC strictly adheres to its eligibility requirements for certification. It is the responsibility of the applicant to comply with all policies and procedures regarding eligibility, the application, and corresponding deadlines.

The online application is available via the link provided on the RHA website and must be completed in its entirety prior to submission. Complete applications with all required documentation and fees must be submitted by the published deadline for the testing window. Application deadlines are enforced to ensure adequate time to process applications and provide seat availability within the demographic region for the candidates.

Applying for the CARH Examination

Once each section of the online application form is complete, including submission of the application fee, the applicant may submit the application. **The application will NOT be received and cannot be reviewed by the RHCC until all steps are complete.** Only complete certification applications will be accepted.

Each application section should be completed before submitting the application; however, applicants are not required to complete the application in one sitting. All application fields are required unless indicated on the application.

After submission, RHA certification staff will verify the information provided (see Eligibility Verification). If selected for audit, applicants will receive notification from staff with further instruction and deadlines.

Once the application is approved, candidates will receive an email from the testing vendor with instructions to schedule their exam within the next available testing window. Testing windows and associated application deadlines will be published on the RHA website.

Eligibility Period

Approved candidates must take the exam within 365 days (1 year) of their application approval and may do so during one of the two scheduled exam periods held each year.

Candidates are subject to the retest policy for any subsequent exam attempts (see Exam Administration).

Any exam attempts outside of the eligibility period require meeting all current eligibility requirements, completing the initial application, and submitting the application fee.

Testing Accommodations

RHCC and [test administration vendor](#) will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act of 1990 (ADA), as amended, for individuals with documented disabilities who request and demonstrate the need for accommodation as required by law, and any other applicable laws. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. RHCC requires documentation to validate the type and severity of a disability to enable accommodations to be specifically matched with the identified functional limitation and provide equal access to exam functions for all examinees.

The information provided by candidates and any documentation regarding such disability and special accommodation will be treated with strict confidentiality and will not be shared with any source except as required to review, facilitate, and administer the accommodation request without the candidate's express written permission. RHCC will not reveal on score reports or certificates any provided accommodation during the administration of the exam.

Reasonable accommodations are decided based upon:

- the individual's specific request,
- the individual's specific disability,
- documentation submitted, and
- the appropriateness of the request.

Requests for accommodations are reviewed in accordance with the ADA by the certification manager who works in partnership with the test administration vendor to ensure the request can be processed without jeopardizing the integrity or security of the examination and to ensure appropriate arrangements for all approved requests.

Special accommodations must be requested in advance by completing the Request for Special Accommodations Form at least one (1) month before desired administration date. The test administration vendor communicates with the candidate to schedule a testing appointment for which an approved accommodation will be administered.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who:

- have a physical or learning impairment that substantially limits that person in one or more major life activities (e.g. walking, talking, hearing, performing manual tasks)
- have a record of such physical or learning impairment
- have been documented as having a physical or learning impairment
- require approved comfort aids

- The comfort aids on the [Pearson VUE Comfort Aid List](#) are allowed at test centers and during online proctored exams. On exam day, our test center/online proctored staff will ask to visually inspect these items.
- [nursing mothers](#)

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