

## TITLE X TRAINING

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### FAMILY PLANNING HEALTH WORKER Challenge Exam & Re-Take

#### A Guide

To help you determine whether you are a candidate to bypass the FPHW Course and take the Challenge Exam for *Family Planning Health Worker Certification*



Certification is strongly recommended before taking *Pregnancy Counseling* or the *Sterilization Counseling* courses.

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## Certification

### What is it?

Family Planning Health Worker (FPHW) certification verifies that an individual has a baseline level of family planning knowledge and counseling skills.

Most often, individuals acquire this level of knowledge and counseling skill by attending the ***Family Planning Health Worker Certification Course***. This three-day course trains participants on key aspects of providing family planning clinic services and basic client counseling skills. This training may also be gained through self-study of the information contained in the ***Fundamentals of Family Planning***©(2007 edition). The certification process is based on information contained within this manual.

### How do I get certification?

Certification is acquired by passing two phases of examination. These phases are:

- **The Written Exam**

The written exam consists of seven (7) sections. To become certified, you must pass each section of the exam with a score of at least 70%. Your overall score, however, must be at least 80%.

- **The Oral Exam**

The oral exam is to demonstrate basic ability to provide a client counseling session on a birth control method of the participant's choice. This exam is evaluated by a trained member of the CFHC staff, who verifies that basic content and client engagement occurred.

## Challenge Exams

For some individuals who have previously worked within a family planning clinic setting and have already acquired the basic skills necessary to provide competent, quality services to clients, it may not be necessary to attend the FPHW training course.

If an individual decides not to attend the FPHW training course, they may study the ***Fundamentals of Family Planning***©, and take the Challenge Exam. ***Be sure to study the 2007 edition.***

The individual must first pass the written exam. Notification of results will be mailed within 4 weeks from the time the test was taken. Only after passing the written exam may an individual take the oral exam. All participants must pass the written and oral exams within 9 months after taking the written exam for the first time. If both are not passed within 9 months, the certification must start over again. The written and oral exams are offered throughout the year. **Call CFHC for dates and locations.**

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## Re-Take Exams

If an individual does not pass a section of the written exam, then that section must be re-taken. If an individual fails 3 or more sections, then the entire exam must be re-taken. Oral exams must also be re-taken if basic skills are not demonstrated during presentation.

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# The Manual

The **Fundamentals of Family Planning**© is designed to help prepare community health workers, medical assistants, educators, counselors and nurses as they begin working in family planning. To do this, the manual uses a self-study approach. The reader reads a section of the manual and answers questions about the main points. Then, she or he checks the answers and corrects any mistakes. The manual also has other learning exercises to help people apply what they have read to the work they do at the clinic.

## How do I get a manual?

The manual can be obtained by calling CFHC at (213) 386-5614 ext. 4580 and requesting a **publications order form**.

# Policies

## Registration in Writing & Fee Payment

Registration for all exams MUST BE completed in writing using this form. Phone registration will not be accepted. Fees must be received **before** the exam.

## Cancellation

Refunds will be granted (less \$10.00 processing fee) if **written** cancellation is received at least one week prior to examination.

## No-Show

In the case of a participant no-show, fees may not be transferred to another course or exam.

## Returned Check Fee

If a check is returned to CFHC by the bank for Non-Sufficient Funds (bounced check), then you will be charged a \$25.00 returned check fee *in addition* to the original amount of the check.

# Location

California Family Health Council  
3600 Wilshire Boulevard  
Suite 600, Boardroom  
Los Angeles, CA 90010

# For More Information

**Phone: (213) 386-5614, ext. 4580**

**Fax: (213) 368-4410**

**E-mail: [training@cfhc.org](mailto:training@cfhc.org)**

**Website: [www.healthed.org](http://www.healthed.org)**

## How do I register?

To register for a Challenge Exam:

1. Call CFHC for dates of written and oral examinations. After getting an exam date that works for you;
2. Complete the registration form on the next page.
3. **Fax registration form to: (213) 368-4410**

**Registration form on next page**

## Challenge Exam & Re-Take

FAMILY PLANNING HEALTH WORKER CERTIFICATION

### Participant Information

One form per participant. Please print.

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

Job Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Daytime Fax: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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

### Purpose of Exam

I want to take the Challenge Exam.  Yes

- I've passed the Written Challenge Exam and am registering for the Oral Challenge Exam

Birth Control Method to Present: \_\_\_\_\_

I am RE-TAKING an exam.  Yes

- Oral Exam

Birth Control Method to Present: \_\_\_\_\_

- Full Written Exam, or the following sections:
- Principles of Family Planning & Informed Consent
  - Client Education
  - Reproduction and Puberty
  - Human Sexuality
  - STD's
  - Birth Control Methods
  - Family Planning Clinic Services

When did you originally take the written exam? (mm/dd/yyyy): \_\_\_\_\_

### Dates Attending

Call CFHC for available dates and times

(213) 386-5614, ext. 4580

WRITTEN: \_\_\_\_/\_\_\_\_/\_\_\_\_.

ORAL: \_\_\_\_/\_\_\_\_/\_\_\_\_.

## Exam Fees

Are you a Title X Funded Agency?

Yes  No

### Challenge Exam

(Fee includes Written & Oral Exams)

Title X Agency \$40.00 \_\_\_\_\_

Non-Title X Agency \$75.00 \_\_\_\_\_

### Re-Take at CFHC

(Circle one)

Written Exam \$15.00

Oral Exam \$20.00

### Re-take outside CFHC

Written Exam \$30.00

Oral Exam \$40.00

### Form of Payment

Check enclosed (made payable to **CFHC**)

Credit Card (complete section below)

### For Payments by Credit Card

Visa

Master Card

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

Exact name that appears on credit card (please print)

Card #: \_\_\_\_\_

Amount to Charge: \_\_\_\_\_

Exp. Date (mm/yy): \_\_\_\_\_

Signature: \_\_\_\_\_

### Mail registration form and payment to:

(make checks payable to CFHC)

California Family Health Council, Inc.

Information & Education Division

3600 Wilshire Blvd., Suite 600

Los Angeles, CA 90010

### Special Needs

- Please check here if you are visually or hearing impaired, or require wheelchair access. Please attach a note indicating your specific needs.

## The California Family Health Council, Inc. Information & Education Division

For over 25 years, CFHC has administered government funds for family planning and coordinated reproductive health services. The Information & Education Division of CFHC is a leader in the development of innovative health education programs and resources for health care providers, public health professionals, and advocates state and nationwide.