

## Important Dates and Fees

### Recertification by Professional Development

**Note:** No matter when you apply, all education and work hours must be completed by Nov. 15th of the year you recertify. No applications will be accepted after Dec. 15th.

#### Online Applications

Recertification Fee: Jan. 1st – Nov 15th . . . . . \$450  
Late application period: Nov 16th – Dec 15th . . . . . \$550

#### Pencil & Paper (Mailed) Applications

Recertification Fee: Jan. 1st – Nov 15th . . . . . \$550  
Late application period: Nov 16th – Dec 15th . . . . . \$650

#### Incomplete Application . . . . . \$75

Fee charged if documents are missing from the application

### Recertification by Examination

#### May Examination

##### Online Applications

January 1st to April 15th . . . . . \$500

##### Pencil & Paper (Mailed) Applications

January 1st to April 15th . . . . . \$600

#### November Examination

##### Online Applications

May 1st to October 15th . . . . . \$500

##### Pencil & Paper (Mailed) Applications

May 1st to October 15th . . . . . \$600

#### Inactive Status . . . . . \$100

Application must be postmarked on or before Dec. 31st of the year certification expires

#### Returned Check Fee . . . . . \$25

#### Printed Handbook . . . . . \$50



## CHT Recertification Requirements and Procedures



### Hand Therapy Certification Commission, Inc.

1337 Howe Avenue, Suite 230, Sacramento, CA 95825  
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The Recognized Specialist in Hand Therapy

	Recertification by Professional Development – 1st Time Recertifying	Recertification by Professional Development – Recertified Once or More	Recertification by Examination	Inactive Status
General Requirements	Be a current CHT in Good Standing (Active or Inactive); have a current license to practice	Be a current CHT in Good Standing (Active or Inactive); have a current license to practice	Be a current CHT in Good Standing (Active or Inactive); have a current license to practice	Be a current CHT in Good Standing (Active or Inactive); Have a current license to practice (may be active or inactive)
Work Requirements	<b>2,000</b> hours of hand therapy experience. 1,000 must be in direct practice; the remaining 1,000 may be any combination of direct practice, teaching, research, administration, consultation or activities supporting professional organizations. All hours must be related to the upper quarter.	<b>2,000</b> hours of hand therapy experience, which may be any combination of direct practice, teaching, research, administration, consultation or activities supporting professional organizations. All hours must be related to the upper quarter.	None	None
Professional Development Requirements	<b>80</b> contact hours, with a minimum of 36 in Category A*. All 80 hours may be in Category A.	<b>80</b> contact hours, with a minimum of 36 in Category A*. All 80 hours may be in Category A.	None	None
Apply Online	Enter all professional development hours and work experience hours online and have them approved. <b>Once approved</b> , complete the recertification application in the year the credential is due to expire. No handbook is required.	Enter all professional development hours and work experience hours online and have them approved. <b>Once approved</b> , complete the recertification application in the year the credential is due to expire. No handbook is required.	Apply for the Certification Examination online. Candidates should download or purchase the recertification handbook before applying.	Apply online in Recertification Section/Inactive Status. Scroll to “How to Apply.”
Apply by Mail	Download (free PDF) or purchase (\$50) a Recertification Handbook and follow the procedures.	Download (free PDF) or purchase (\$50) a Recertification Handbook and follow the procedures.	Download (free PDF) or purchase (\$50) a Recertification Handbook and follow the procedures.	Download or request the Inactive Status application (free PDF) and return to the HTCC office.

\* Category A includes formal educational courses with content related to the Upper Quarter that award three contact hours or more.