AQH© Examination Schedule, Fees & Terms

Advanced Qualification In Headache Medicine Certificate (AQH©)

Spring 2027 Examination Policies

The AQH© examination is a proctored computer-based exam available either in person at a test center, or online using a computer at a location of your choice.

- ***Ideal for Online Option at your location**: **Compatible computer with functioning webcam and microphone (built-in or external), and hard-wire connectivity. A mobile device is required as a second camera. Refer to the AQH Location Selection Test Center or Online Proctoring document for details.***

Applicants must submit a complete online application and pay the full administrative and examination fees to be considered for candidacy to sit for the AQH certification exam.

- All applications are reviewed by the AQH Committee.
- Your acceptance depends on eligibility, and completion of application requirements.

Definitions

- **Applicant**-Any individual who applies to be considered for eligibility to sit for the AQH examination.
- **Candidate**- Any individual accepted as eligible to sit for the AQH examination and register for the examination.

February 15 – March 19, 2027:

- Application period, receipt of required information, payment of $875.00 fees up-front.
- For an application to be reviewed, a finalized application and full payment must be received together. NHF only accepts American Express, Visa, MasterCard and Discover.

March 20 – March 26, 2027:

- Late application special exception-additional $150.00 late application fee up-front with application and examination fee of $875.00.

March 26, 2027:

- No applications will be accepted if received after this date for the Spring 2027 examination.

March 29 – April 16, 2027:

- Approved candidates will receive examination registration instructions included with their notification email.
  - **Online Testing Candidates:**
    - With the link received from the vendor, you must run a "system check" by **April 21, 2027**.
    - If your system doesn't meet the requirements you will need to transfer to a test center by notifying AQH@headaches.org to expedite the transfer.
      - There is no fee for the transfer to test center if requested by **April 21, 2027**.
    - Transfers to test center requested **April 22 - April 27, 2027** will incur a $125 transfer fee.
    - No transfer changes allowed after **April 27, 2027** or during the examination period.

May 3 – May 21, 2027:

- Examination testing window open, with test results communicated in June 2027.

Application Review and Approval

All applications are reviewed to ensure the application is complete and the applicant meets all eligibility requirements. The AQH team will contact the applicant to correct any areas of deficiency. All applicants will receive an email notification confirming their application approval or denial. Candidates who are approved will receive examination registration instructions included with their notification email.

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Fee Type	Amount	Details
Application Processing Fee • Paid up front with application	$375.00	$175.00 non-refundable for pre-determination of all applicants. $200.00 refundable if applicant determined ineligible for full review. $375.00 non-refundable when applicant moved forward to full review and is determined eligible to sit for examination.
Examination Administration Fee • Paid up front with application	$500.00	Includes exam Test Center or Online proctoring fees. • Refundable if applicant determined ineligible for examination.
Late Application Fee* • Special exception only	$150.00	Applies to application submitted after the application deadline. • Special exception, will only be considered up to 7 days post application period closure - late fee paid up-front. • Non-refundable.
Rescheduling Fee • At least 72 hours before the currently scheduled exam/test appointment, and can stay in current exam/test period	$ 0.00 (online)	Applies to candidate moving test appointment at least 72 hours before their scheduled exam/test and are **able to reschedule within the same exam testing period** (i.e. test day still available) • Note: Not moving to next exam/test period. • If no test day available, then must transfer and pay $125.00 fee.
Rescheduling Fee* • Less than 72 hours before the currently scheduled exam/test appointment to next exam/test period	$500.00	Candidates providing less than 72 hours notification will **forfeit** the $500.00 initial exam fee. There will be a new $500.00 examination fee assessed to move to the next exam testing period.
Rescheduling Fee* • At least 7 days before the currently scheduled exam/test appointment to next exam/test period	$125.00	Applies to candidates **moving test appointment to the next exam testing period.** • Non-refundable.
Transfer Test to Different Method or Location Fee* • (1) By April 21, 2027 • (2) April 22 - 27, 2027	(1) $0.00 (2) $125.00	Moving exam from Test Center to Online OR Online to Test Center must be completed by April 21, 2027 or may need to transfer to next testing period, if option not available during current testing window. ($125.00 is non-refundable) • **Can only transfer once within same exam testing period.**
Transfer to Next Examination Testing Period Fee* • At least 7 days before the currently scheduled exam/test appointment	$125.00	Moving application and examination to **next exam testing period.** • Maximum transfer - two times within one year - to one of next AQH testing periods-$125.00 for each transfer (non-refundable) • Beyond two times, forfeit the $500.00, reapply for $875.00.

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Fee Type	Amount Each	Details
Emergency Fee* • Less than 7 days before the currently scheduled exam/test appointment	$250.00	Must provide documentation regarding the emergency. • Documentation evaluated by the AQH team. • Candidate **must transfer to the next exam period**. • Non-refundable.
Online Proctoring Issue Fee* • During testing, unable to continue with examination/stopped	$350.00	Exam stopped, unable to complete, and can **reschedule** within the same exam test period if days/times available. • $350.00 is the required Additional Fee, Non-refundable.
Online Proctoring Issue Fee* • During testing, unable to continue with examination/stopped	$500.00	Exam stopped, unable to complete, no remaining days/times in same exam period available, so required to move to next exam period. You forfeit the initial $500.00 exam fee. • Must pay new $500.00 exam fee. • Non-refundable.
Re-Examination Fee* • Must sit for exam again in one of the next two sessions/test windows	$500.00	For those who forfeited the exam fee who: (1) Previously attempted and failed the examination. (2) Did not reschedule or transfer within the allowed 72 hour time period. (3) No show on scheduled day/time.
Re-Examination Fee* • Must sit for exam again, longer than two sessions/test windows from initial examination.	$375.00 and $500.00	For those who forfeited the exam fee who: (1) Previously attempted and failed the examination. (2) Did not reschedule or transfer within the allowed 72 hour time period. (3) No show on scheduled day/time. (4) $375.00 application fee is non-refundable.
Appeals Fees*	$100.00 to $250.00	Depends on the type of appeal (non-refundable): (1) Appeal - Application Denial ($100.00) (2) Appeal - Administration Issues ($100.00) (3) Appeal - Certification revoked ($250.00)
*Must contact AQH@headaches.org regarding ALL changes that are outside of the initial registration/scheduling **to pay additional fees.**		**Final Details:** **Note #1:** Fees, terms, and policies subject to change **Note #2**: Any examination administration fee paid, will forfeit if not used within two next test sessions from initial payment. *Contact: AQH@headaches.org for analysis of your account.* **Note #3:** A candidate has a maximum of three opportunities to pass the examination.

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