AQH© Examination Policies

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: A 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.**

You 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.

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 approved will receive registration instructions included with their notification email.

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Proctored Examination (Test) Specifications

The AQH examination consists of 150 questions and candidates have 3 hours and 20 minutes (200 minutes including optional break) to complete the proctored examination.

- Once you start the exam, you must complete it. You cannot start, save, and re-enter, so plan your availability for the full 3 hours and 20 minutes **plus**:
  - **Test Center**: Factor in travel time to test center and check-in requirements, **or**
  - **Online**: Factor in at least 30 minutes before test time for online proctor requirements.

Examination (Test) Administration - Two Choices

The AQH examination is administered through an in-person test center or online with live online proctoring to ensure a secure testing environment. Measures are in place to authenticate exam candidates and administer the examination in a secure manner.

- **Test Center** proctoring in person details will be provided to accepted candidates to register and manage through the Center's online system.
- **Online Proctoring** details will be provided to accepted candidates to register and manage through the Vendor's online system.
  - **Requirement: Review and test using the link in the email instructions from the vendor by April 21, 2027. Use the computer and location where you will be during the examination** to provide sufficient time to problem solve any potential technical issues or needs.

- It will be **your responsibility to ensure stable Wi-Fi, and computer readiness** ahead of time to ensure your computer meets minimum requirements for access and connectivity so there will be no issues during the examination.
  - **Recommendation: A compatible computer with functioning webcam and microphone (built-in or external), and hard-wire connectivity.**
    - A mobile device is required as a second camera during the exam. See the AQH Location Selection Test Center or Online Proctoring document for more details.
    - The personal computer or laptop must have camera and microphone capabilities and internet access to download the testing application.
    - IF you determine that you need to transfer to an **in-person test center**, a transfer requested by **April 21, 2027** is no charge. A request made **April 22-27, 2027** is $125.00, if available. No transfer changes after **April 27, 2027**.

  - **Encountering an Issue during the examination, please work with the proctor if online, or the test center** to determine best next steps to continue the examination.
    - If you have issues that cannot be resolved, and the examination is not able to continue, (i.e.) stopped by the online proctor or the test center, you will be required to:
      - Reschedule within the same exam window **IF** there are dates/times still available, and contact AQH@headaches.org to pay a non-refundable transfer fee of $350.00.
      - If no dates/times available, will need to reschedule the next exam testing window, and contact AQH@headaches.org to pay a non-refundable transfer fee of $500.00.

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If applicants have concerns about the reliability of the online proctoring option

The AQH© committee recommends that the applicant select and utilize an In-Person Test Center.

Examination (Test) Fees and Terms

Eligible Applicants

There will be no refund of the $375.00 application fees for applicants deemed eligible per the AQH committee review. Once applicant is accepted/approved to sit for the examination, they are now deemed an **accepted candidate.**

- If eligible applicant/accepted candidate cancels the examination completely (not wanting to transfer) at least 40 days before the exam testing window opens (cancel by **March 24, 2027**), then will receive a $500.00 refund (less the $375.00 non-refundable administration fee).
- If eligible applicant/accepted candidate cancels the examination **less than 40 days** (after **March 24, 2027**) or **before seven (7) days** prior to currently scheduled examination, then must either (1) transfer to next exam testing period, and pay the transfer fee of $125.00, or (2) forfeit all fees paid.

Ineligible Applicants

When the AQH team conducts the pre-determination review of all applications, if the applicant is determined to be ineligible to sit for the examination, then the ineligible applicant will receive a refund.

- If application was submitted during the regular application open window then: $700.00 credit. ($175.00 is a non-refundable pre-review determination fee).
- If application was submitted under the late application special exception period then: $700.00 credit ($175.00 non-refundable pre-review fee and $150.00 non-refundable late fee)

No refunds will be issued for

- Failing to register for an examination appointment, **or**
- Failing to appear at the scheduled appointment, **or**
- Cancelling less than 40 days before exam testing window opens (after **March 24, 2027**)
- Voluntarily stopping, and/or inability to complete the examination

Failure to report for an examination

Candidates who fail to report to the test center or online proctoring registered appointment, will forfeit the $500.00 examination fee.

Failed Examination

Candidates who fail the initial examination may repeat the exam a maximum of two times, offering the candidate three opportunities to pass. All reexamination attempts must occur within the next two testing sessions offered from the initial examination attempt. All reexamination candidates must submit an updated application, supporting documentation, and pay the re-examination fee of $500.00 for each of the maximum two additional attempts. If the candidate prefers to delay the third attempt, that is allowed, and the candidate will pay $875.00.

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Rescheduling an Examination

- **Within same exam testing period**, candidates who wish to reschedule their booked examination (testing center or online proctored) must reschedule online through the testing vendor no less than 72 hours in advance of their currently scheduled exam test appointment. If there is no other date available in the current exam test period, then the candidate must sit for the originally scheduled date or forfeit the $500.00 examination fee.

- **Transfer to the next exam testing period**, candidates who wish to reschedule their currently scheduled exam test appointment (testing center or online proctored) to the next exam testing period must reschedule at least 7 business days before their currently scheduled appointment, by contacting the AQH© Team at AQH@headaches.org, and pay a transfer fee of $125.00 for each transfer.
  - Candidate will only be allowed to transfer between test periods/windows a maximum of two times within one year to one of the next two AQH testing sessions.
  - If not scheduled within this time period then candidate forfeits the initial $500.00 examination fee.
  - Beyond the two time transfer maximum, the candidate will be required to re-apply by submitting a new application and a new examination fee of $875.00.

Cancellation/Withdrawal from Examination

A candidate who cancels/withdraws must notify the AQH team at AQH@headaches.org) at least **forty (40) days** before the examination testing window opens (by **March 24, 2027)** for consideration of a refund of the $500.00 examination fee. Failure to notify AQH in writing in the allotted time period shall result in forfeiture of the examination fee.

Cancellation Due to Emergency

Candidates who have an emergency less than 7 days before the currently scheduled examination must notify the AQH team at AQH@headaches.org. The AQH team must receive your request, written documentation and the **emergency fee of $250.00** no later than seven (7) days after your scheduled exam date to retain your examination fee on your account to be used to schedule in the next exam test period.

- AQH team will evaluate the documentation and determine whether the absence was excusable.
- If the absence is determined excusable, the candidate shall be allowed to transfer to the next exam testing period. If the absence is not determined excusable, then the candidate forfeits the $500.00 examination fee.

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Policy: Maintenance of AQH© certification (MOC)

AQH© certification is five (5) years. It is recommended that candidates start the maintenance of certification process (MOC) about one year prior to expiration.

- Once certification expires, the candidate will have up to two (2) years to re-instate it.
  - If more than two (2) years months elapses without fulfilling the MOC requirements, then candidate will need to submit a new application, pay the application and examination fees, and take and pass the examination again in order to reinstate their certification.

Revocation of Certification

The AQH Committee has the authority to revoke any certificate it has previously issued. An AQH certified provider receiving written notification of a revocation of their certification may appeal, following the process in the Appeals policy.

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