



Candidate Handbook

2009

EVIDENCE-BASED DESIGN
ACCREDITATION & CERTIFICATION

TABLE OF CONTENTS

WELCOME TO EDAC.....	2	TAKING THE EXAMINATION.....	8
MISSION OF EDAC	2	Identification	8
INDEPENDENT TESTING AGENCY	2	Security.....	8
NONDISCRIMINATION POLICY	2	Examination Restrictions	9
ABOUT THE EXAMINATION	2	Misconduct	9
Computer-Based Administration.....	2	Copyrighted Examination Questions	9
Holidays	2	Practice Examination	9
EXAMINATION FEES.....	2	Timed Examination.....	9
REFUNDS.....	2	Candidate Comments	10
SCHEDULING AN EXAMINATION	3	FOLLOWING THE EXAMINATION	10
The Application Process.....	3	Pass/Fail Score Determination.....	10
Rescheduling an Examination	3	Scores Cancelled by the CHD or AMP	10
Assessment Center Locations	3	If You Pass the Examination.....	10
Special Arrangements for Candidates with Disabilities.....	4	If You Do Not Pass the Examination	10
Telecommunication Devices for the Deaf.....	4	Confidentiality	10
Missed Appointments and Cancellations	4	Duplicate Score Report	10
Inclement Weather, Power Failure or Emergency	4	Accreditation Renewal	10
Failing to Report for an Examination	4	APPLICATION FOR THE EDAC EXAMINATION.....	11
ABOUT THE EXAMINATION	4	DUPLICATE SCORE REPORT REQUEST FOR EDAC ..	13
Detailed Content Outline	5	REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS	15
		DOCUMENTATION OF DISABILITY-RELATED NEEDS ..	16

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WELCOME TO EDAC

The EDAC program is transforming the field of healthcare design by providing nationally recognized accreditation and certification to promote the use of an evidence-based design process in healthcare building projects. The purpose of the program is to educate and assess individuals on their understanding of how to base design decisions on available, credible evidence. The goal of the program is not to test people on their knowledge of current available evidence, but rather the proper process to follow.

MISSION OF EDAC

Our Mission is to develop a community of accredited industry professionals through education and assessment of an evidence-based design process.

Our Vision is a world where all healthcare environments are created using an evidence-based design process.

INDEPENDENT TESTING AGENCY

CHD has contracted with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring and analysis of the Evidence-Based Design Accreditation and Certification (EDAC) examination. AMP, located in the greater Kansas City area, is a leading provider of licensing and accreditation examinations for professional organizations.

NONDISCRIMINATION POLICY

CHD and AMP do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability or marital status.

ABOUT THE EXAMINATION

The EDAC program educates and assesses individuals on their understanding of how to base design decisions on available, credible evidence. The goal of the program is not to test people on their knowledge of current available evidence, but rather to test them on the proper process to follow to identify, hypothesize, implement, gather, and report the data associated with their project. The EDAC examination consists of 110 multiple-choice questions (100 scored and 10 pretest). Pretest items are not scored and are included to gather statistics for their use on future examinations. You will have 2 hours to complete this examination.

Computer-Based Administration

The Evidence-Based Design Accreditation and Certification (EDAC) Examination is delivered by computer at more than 170 AMP Assessment Centers geographically located throughout the United States. The examination is administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Candidates are scheduled on a first-come, first-served basis.

Holidays

Examinations will not be offered on the following holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day (July 4)
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day (and the following Friday)
Christmas Eve Day
Christmas Day
New Year's Eve Day

EXAMINATION FEES

The examination fee is \$285. Second time exam registrations are \$205. Study resources are available for \$160 for a set of three guides. For more information on the study guide series visit www.healthdesign.org/edac.

If you are taking the examination at a computerized international site, the fee is \$311.

NO REFUNDS

To apply for an examination, you must submit the appropriate fee with a complete examination application. Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Cash, personal checks and company checks are not acceptable forms of payment. Fees are non-refundable.

Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to AMP to cover declined credit card transactions.

SCHEDULING AN EXAMINATION

The Application Process

Complete all sections of the application form included in this handbook or downloaded from www.goAMP.com and submit it to AMP with the appropriate fee (paid by credit card, cashier's check or money order). The application will be returned if it is incomplete, illegible or submitted with an incorrect fee. Applications will be processed and a confirmation notice sent within approximately two weeks. The confirmation notice will include your assigned Identification Number which will be needed when scheduling an examination appointment. If a confirmation notice is not received within four weeks, contact AMP at 888/519-9901.

There are two ways to schedule an appointment for the examination.

1. **Schedule Online:** You may complete the scheduling process in one online session by visiting www.goAMP.com and clicking on "**Candidates Start Here.**" The computer screen will guide you through the complete scheduling process. If special accommodations are being requested, please call AMP at 888/519-9901.

OR

2. **Call AMP to Schedule an Examination Appointment:** Call AMP at 888/519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (CST) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday. Be prepared to confirm a location and a preferred date and time for testing. When you call to schedule an appointment for examination, you will be notified of the date and time to report to the Assessment Center. Please make a note of it because you will NOT receive an admission letter.

Your application is valid for six (6) months during which time you must schedule an appointment and take the examination. **A candidate who fails to schedule an appointment within the six (6) months eligibility period forfeits the application and all fees paid to take the examination. Another complete application and examination fee are required to reapply for examination.**

If you call AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

If special accommodations are being requested please contact AMP at 888/519-9901. Complete the *Request for Special Examination Accommodations* form on page 15 and submit it with your application to AMP at least 45 days prior to the desired examination date.

Rescheduling an Examination

You may reschedule your examination once at no charge by calling AMP at 888/519-9901 at least 2 business days prior to your scheduled appointment. Please refer to the following table.

If the examination is scheduled on...	AMP must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

If you wish to reschedule a second time, appear more than 15 minutes late for your appointment and cannot be seated, or fail to report for the scheduled examination, you may reapply for examination by calling AMP. An application is good for six months. If an exam has not been scheduled after six months you will need to re-apply and pay a new fee. If you cancel your examination after confirmation of eligibility is received, you will forfeit your application and all fees paid to take the examination. A new examination fee is required to reapply for examination.

Assessment Center Locations

AMP Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. AMP Assessment Centers are typically located in H&R Block offices. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. Specific address information will be provided when you contact AMP to schedule your examination appointment.

International test centers may be arranged for candidates living outside the United States. Candidates may elect to have the examination administered by computer at an international AMP Assessment Center. For a complete list of international AMP Assessment Centers please visit the candidate section on AMP's Web site (www.goAMP.com).

Special Arrangements for Candidates with Disabilities

CHD and AMP comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at AMP Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations, complete the Request for Special Examination Accommodations and Documentation of Disability forms included in this handbook and submit the completed forms with your application form and fee. Please inform AMP of your need for special accommodations when calling to schedule your examination.

Telecommunication Devices for the Deaf

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday-Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

Missed Appointments and Cancellations

You will forfeit the examination registration and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session,
- You wish to reschedule a second time,
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

A complete application form and examination fee is required to re-register for the examination.

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted where you left off and you may continue the examination.

Failing to Report for an Examination

A candidate who fails to report for an examination on the scheduled date and time forfeits the registration and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

Detailed Content Outline

(ALSO AVAILABLE AT WWW.HEALTHDESIGN.ORG/EDAC)

I. EVIDENCE-BASED DESIGN FOR HEALTHCARE

A. Evidence-Based Design (EBD) Process for Healthcare

1. Apply the definition of evidence-based design
2. Explain how evidence-based design can benefit
 - a. patients
 - b. families
 - c. community
 - d. staff
3. Explain how evidence-based design can influence
 - a. financial outcomes
 - b. operational metrics
 - c. clinical and safety outcomes
 - d. satisfaction and commitment outcomes (e.g., staff turnover, philanthropy)
4. Explain the importance of interaction among social, economic, physiological, and environmental factors
5. Describe the key steps of an evidence-based design process
 - a. defining evidence-based goals and objectives
 - b. finding sources for relevant evidence
 - c. critically interpreting relevant evidence
 - d. creating and innovating evidence-based design concepts
 - e. developing a hypothesis
 - f. collecting baseline performance measures
 - g. monitoring implementation of design and construction
 - h. measuring post-occupancy performance results

B. Healing and Therapeutic Environment

1. Define
 - a. characteristics of a therapeutic environment
 - b. typical patient, family, and staff outcome measures
2. Describe
 - a. how evidence-based design can contribute to attributes of a therapeutic environment
 - b. how evidence-based design might not demonstrate healing

C. Environment of Care (EOC)

1. Describe components of the EOC as defined by the Guidelines for Design and Construction of Healthcare Facilities
2. Explain the benefits of addressing EOC components as part of the evidence-based design practice

D. The Board of Directors and Executive Leadership

1. Describe the role of the Board of Directors in setting the mission, vision, and strategic direction of the organization

2. Describe the role of the Board of Directors in understanding and championing evidence-based design processes
 - a. creating the guiding principles and design guidelines
 - b. selecting the interdisciplinary project team
 - c. engaging in and monitoring the design process and outcomes
3. Describe the policy role of the Board of Directors in relation to the project's short-and long-term impacts on care delivery and outcomes relative to social, economic, environmental considerations
4. Describe the operational role of the CEO and executive / leadership team in relation to the
 - a. evidence-based design process
 - b. interdisciplinary project team role and level of authority
 - c. organizational and operational strategies
5. Explain the benefits of involving
 - a. clinicians in creating environments that optimize patient care
 - b. support staff in creating environments that optimize operational performance
 - c. patients and families in the design process
 - d. the community in the strategic vision of the organization and the design process

E. Business Case(s)

1. Explain the importance of an evidence-based design business case related to executive commitment, operational improvements, financial performance, and decision-making criteria.
2. Describe the importance of developing the business case in the early phases of the evidence-based design process.
3. Describe the appropriate core team for developing a business case.
4. Understand the relationship between first costs (one-time capital budget) to the multi-year costs (ongoing operational budgets).

F. Interdisciplinary Project Team Approach

1. Describe the benefits of the interdisciplinary project team approach
2. Explain why evidence-based design can be limited by the traditional project delivery approach
3. Identify potential members of the interdisciplinary project team from within the following categories
 - a. owners
 - b. users
 - c. consultants
 - d. researchers

4. Explain responsibilities of the core team members of the interdisciplinary project team in
 - a. defining the context of the project
 - b. reviewing available information (e.g., organizational and facility data)
 - c. validating the challenge
 - d. determining the overarching goals
 - e. defining the project scope and budget
 - f. identifying design concepts
 - g. identifying costs and return on investment (ROI)
5. Identify the key qualifications of project consultants'
 - a. knowledge in specific field of expertise
 - b. basic knowledge in evidence-based design and EOC components
6. Explain the role of the researcher within the interdisciplinary project team
 - a. assisting in development of goals and hypotheses
 - b. searching for relevant theory and evidence
 - c. interpreting the implication of relevant knowledge, theory, and evidence related to the project
 - d. collecting data and analyzing results
 - e. reporting implications of results
 - f. identifying limitations of the study
 - g. disseminating results to the
 - 1) interdisciplinary team
 - 2) public (e.g., peer-reviewed, popular press)

II. RESEARCH

A. Process

1. Identify the purpose and aim of the research
2. Propose
 - a. a plan to reference and evaluate existing research
 - b. research to gather and evaluate new evidence
3. Develop research questions / hypotheses
4. Identify valid and reliable instruments / surveys / scales / metrics to measure the intended outcomes
5. Collect study data related to research questions / hypotheses
 - a. prior to the design project
 - b. after design project completion
6. Validate theories and experiential knowledge
7. Perform studies to answer important questions directly related to the project
8. Evaluate effects / outcomes of the completed project
9. Present findings publicly

B. Existing Data Sources

1. Locate relevant existing information
 - a. academic papers
 - b. journal publications
 - c. web-based utilities (e.g., online journals, abstracting and indexing services, association websites)
 - d. lessons learned from completed healthcare facility building projects

2. Identify experiential knowledge
 - a. from the owner group
 - b. from the consultant team

C. Methodologies

1. Define
 - a. applied research
 - b. academic research
2. Define appropriate research methodologies
 - a. quantitative (e.g., experimental, quasi-experimental (comparative) and correlational studies)
 - b. qualitative (e.g., ethnography, grounded theory)
 - c. research tools (e.g., case studies, surveys/questionnaires, field observations, interviews, focus groups)
3. Identify when mixed methods is the most appropriate methodology (e.g., triangulation)
4. Validate theories and experiential knowledge

D. Critical Evaluation

1. Determine the relevance of evidence to the project based on one or a variety of factors (e.g., sources, author qualifications and / or experience, appropriateness of research methodology, replication, composition of sample, reliability, validity, generalizability)
2. Recognize the hierarchy of credible evidence
3. Evaluate the reliability, validity and generalizability of
 - a. sources
 - b. findings
4. Address conflicting findings and confounding variables
5. Discuss implications of design on care delivery and outcomes

III. PREDESIGN

A. Interdisciplinary Team Creation

1. Select team members based on
 - a. qualifications within specific disciplines
 - b. complimentary skill sets
 - c. the project vision
 - d. appreciation for the value of the evidence based design
2. Develop
 - a. a steering committee
 - b. subcommittees as necessary for critical input in specialty areas
 - c. a decision-making model

B. Visioning

1. Describe what the project hopes to accomplish
2. Gather information that would inform the project
3. Explore research that may inform the project vision
4. Develop
 - a. an information repository
 - b. guiding principles and design guidelines
 - c. domains of potential research associated with the project

C. Strategic Facilities Plan

1. Define
 - a. project goals and objectives
 - b. the context and culture within which the project will be undertaken
 - c. market positioning including proposed service offerings
 - d. project metrics
 - 1) to study outcomes (financial, clinical, commitment)
 - 2) retrospective or prospective methodologies
2. Develop
 - a. a preliminary budget based on the ability of an organization to obtain capital funding
 - b. funding options and strategies as needed to obtain additional capital for evidence-based design
 - 1) features
 - 2) research costs
 - c. an understanding of the upper limit on available funds
3. Assess available information to confirm
 - a. alignment of vision with the corporate strategy
 - b. the project's scope and implementation

D. Functional and Space Programming

1. Find existing data that may establish
 - a. internal baselines
 - b. external benchmarks
2. Define
 - a. demand and utilization
 - b. staffing patterns
 - c. functional operation of support services
 - d. space requirements
 - e. the impact research will have on the program
 - f. preliminary planning concepts
3. Relate departments and their functional areas
4. Develop diagrams of design elements defined in the functional program
5. Use diagrams of design elements to test
 - a. planning concepts
 - b. diagrams against space requirements identified in the functional program
 - c. evidence-based design features
6. Address Facilities Guidelines Institute (FGI) Environment of Care (EOC) components
7. React to new information that should impact the project
8. Compare
 - a. functional and space programs with guiding principles and design guidelines
 - b. space requirements with the preliminary budget
9. Evaluate the anticipated return on investment for evidence-based design features
10. Adjust the budget or program to balance project objectives
11. Propose research to gather new evidence to inform the program

IV. DESIGN

A. Conceptual

1. Coordinate the functional program with the approved budget while incorporating accepted evidence-based design features
2. Develop
 - a. integrated conceptual diagrams including evidence-based design features
 - b. a chain of logic that connects research findings and their interpretations to
 - 1) related design concepts
 - 2) hypotheses of expected outcomes
3. Test the integrated conceptual design options against
 - a. guiding principles and design guidelines
 - b. EOC components to understand how concepts affect a variety of factors including
 - people
 - systems
 - layout / operations
 - physical environment
 - implementation
4. Document
 - a. principal options for a conceptual design
 - b. areas that need further study

B. Schematic Design

1. Develop multiple diagrams and other documents that illustrate the scale and relationship of all aspects of a project
2. Select the best option based on several factors
 - guiding principles
 - design guidelines
 - proposed budget
 - functional program
 - the relationship to EOC
 - expected outcomes
3. Document
 - a. the selected schematic design
 - b. hypotheses of outcomes
4. Review the chain of logic connecting research findings to design concepts and hypotheses for the selected concept
5. Select metrics to evaluate whether each hypothesis is supported

C. Design Development

1. Identify the impact of the design upon
 - people (e.g., staffing, users)
 - systems
 - physical environment
 - implementation
 - layout / operations (e.g., performance improvement, efficiency)
2. Document the project's size and character based on approved schematic design

3. Incorporate research findings into design concepts, related to, for example
 - design of each work area
 - acoustics
 - infection control finishes
 - lighting
 - MEP/FP
4. Coordinate
 - a. operational and design activities involved in the project
 - b. design development and the research proposal
5. Monitor early budget and return on investment numbers to assure consistency
6. Prepare critical mockups of new ideas
7. Conduct a final review of the design relative to guiding principles and design guidelines

D. Construction Documents

1. Prepare
 - a. contract documents from approved design development consisting of detailed drawings and specifications
 - b. a preliminary research report including hypotheses & expected outcomes and methods & metrics
2. Report expected construction costs and return on investment including a final evaluation of these factors
3. Develop an implementation plan to assure
 - a. infection control risk assessment issues are addressed
 - b. phasing meets operational objectives

V. CONSTRUCTION AND OCCUPANCY

A. Bid / Negotiation & Award

1. Review bids for consistency with contract documents and evidence-based design features
2. Coordinate with required parties so the award represents the intended project scope and evidence-based design goals

B. Administer Construction of a Project

1. Assure compliance with the evidence-based intent of contract documents
2. Ensure integration of training across new processes and work flows in the new space
3. Verify the commissioned building complies with the evidence-based intent

C. Post-Occupancy Evaluation

1. Compare completed project with design intent and program
2. Review previously established research methodology
3. Collect post-occupancy data as required by the research proposal
4. Publish research results
5. Explain the potential benefits and drawbacks of an independent third party evaluation

TAKING THE EXAMINATION

Your examination will be given by computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Look for the signs indicating AMP Assessment Center Check-in. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

Identification

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, current state identification card with photograph, current passport, or current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification, but may be used as secondary identification if they include your signature.

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee.

Security

CHD and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

Examination Restrictions

- No personal belongings will be allowed in the Assessment Center.
- Pencils will be provided during check-in.
- Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- You will be provided with scratch paper to use during the examination. You must return the scratch paper to the proctor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Copyrighted Examination Questions

All examination questions are the copyrighted property of CHD. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

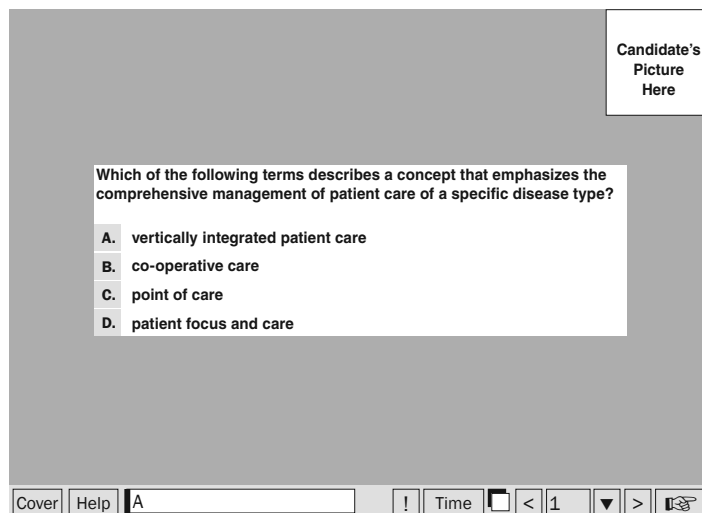
Practice Examination

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed (120 minutes). You may click on the "Time" box in the lower right menu bar on the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the "Time" button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered

is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After completing the examination, candidates are asked to complete a short evaluation of their examination experience. Then, candidates are instructed to report to the examination proctor to receive their score report. Scores are reported in written form only, in person or by U.S. mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “pass” or “fail.” Your pass/fail status is determined by your raw score. A raw score is the number of questions you answered correctly. Additional detail is provided in the form of raw scores by major content category.

Pass/Fail Score Determination

The methodology used to set the minimum passing score is the Angoff method, applied during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

Scores Cancelled by the CHD or AMP

CHD and AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. CHD and AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

If You Pass the Examination

You will become an EDAC Professional. You will be mailed an Information Packet within 6 weeks after taking the examination, which will include information on accessing tools and resources from CHD and details about the 3 CEU's required each year. You will be able to use the appellation EDAC. Your name will appear on the CHD website as an accredited EDAC professional

The candidate agrees to indemnify and defend CHD from any liability – including but not limited to the payment of legal fees and costs – regarding any claims arising from or relating to the candidate's work. This indemnification will survive as long as the candidate holds the EDAC credential.

If You Do Not Pass the Examination

There is no limit to the number of times you may attempt the examination. A new, complete application and examination fee are required to reapply for the examination.

Confidentiality

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Duplicate Score Report

Candidates may purchase additional copies of their results at a cost of \$25 per copy within twelve months after taking the examination. Requests must be submitted to AMP, in writing. The request must include the candidate's name, identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to AMP in the form of a money order or cashier's check. Duplicate score reports will be mailed within approximately two weeks after receipt of the request and fee.

Accreditation Renewal

Attaining accreditation is an indication of a well-defined body of knowledge. Renewal of the accreditation is required every year to maintain accredited status. Individuals that are EDAC accredited are required to participate in three approved (3) continuing education hours to maintain this status. Visit CHD's website at www.healthdesign.org/edac for more information about accreditation renewal.

APPLICATION FOR THE EDAC EXAMINATION

Print or type all information requested. Once your application is complete you will receive an identification number which you will use to schedule your exam.

1. **Name** (Last, First, Middle Initial): _____
2. **Title:** _____
3. **Company:** _____
4. **Home Address** (Street Address) _____
(City, State, Zip Code) _____
5. **Phone:** Home: (_____) _____ Work: (_____) _____
6. **E-mail:** _____
7. **CHD Status** (check one if applicable)
 Corporate Professional Individual Student Pebble Partner Pebble Pioneer
 Advocate Firm Champion Firm Educational Partner/Nurture Study Guide Author Volunteer
8. **Occupation** (check one)
 Architect Designer Executive Student Facility Planner Researcher
 Other: _____
9. **First Time Examination Fee: \$285** **Second Time Examination Fee: \$205**
 International Site Fee: \$311

To the best of my knowledge, all information contained in this application is true.

Signature: _____ Date: _____

Submit this application and your examination fee (cashier's check, money order or credit card) to:

AMP Examination Services
18000 W. 105th Street
Olathe, KS 66061
Fax: 913/895-4650

Credit Card Information:

Name on Credit Card: _____

Credit Card Type: VISA Mastercard AmericanExpress Discover

Credit Card Number: _____

Expiration Date: _____

DUPLICATE SCORE REPORT REQUEST FOR EDAC

DIRECTIONS: Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order for \$25 per copy. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: _____

Social Security/ID#: _____

Address: _____

Daytime Phone: _____

Assessment Center: _____ Examination Date: _____

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: _____ Date: _____

MAIL TO:

AMP Examination Services
18000 W. 105th Street
Olathe, KS 66061



REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your examination accommodations can be processed efficiently. The information you provide and any documentation regarding your disability and your need for examination accommodations will be treated with strict confidentiality.

Candidate Information

Social Security # _____ - _____ - _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

- Special seating or other physical accommodation
- Reader
- Extended examination time (time and a half)
- Separate room
- Other special accommodations (Please specify.)

Comments: _____

Signed: _____ Date: _____

Return this form with your examination application and fee to:
Examination Services Department, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Examination Services Department at 913/895-4600.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required examination accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity
Examination Candidate Date

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____

Date: _____ License # (if applicable): _____

Return this form with your examination application and fee to:
Examination Services Department, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543.
If you have questions, call the Examination Services Department at 913/895-4600.