



Candidate Handbook

EVIDENCE-BASED DESIGN
ACCREDITATION & CERTIFICATION



TABLE OF CONTENTS

INTRODUCTION 2

CREDENTIAL DESIGNATION..... 3

CERTIFICATION BENEFITS..... 3

EXAMINATION REGISTRATION..... 3

 Eligibility 3

 Application Process..... 3

 Fees 4

 Retest Fees..... 4

 Deadlines 5

 Eligibility Period 5

 Scheduling..... 5

 Registration and Testing Process 5

 National Registry..... 6

REASONABLE ACCOMMODATIONS..... 6

EXAMINATION INFORMATION..... 7

SAMPLE EXAMINATION QUESTIONS..... 7

FOR MORE PREPARATION..... 7

 Demo Test..... 7

 Resources..... 7

OTHER EXAMINATION INFORMATION..... 8

 Cancellations, Rescheduling, and No-shows..... 8

 Examination Rules..... 8

 Examination Scoring 9

 Certificates 9

 Examination Retakes..... 9

RECERTIFICATION..... 9

 Renewal Audits 9

Appendix A: Recommended Resources 10

Appendix B: Exam Preparation Tips 11

INTRODUCTION

The Center for Health Design (CHD) was formed in 1993 by a small cadre of pioneering healthcare and design professionals committed to advancing a singular idea – that design could be used to improve patient outcomes in healthcare environments.

Our passion proved contagious. Today, we're a far-reaching, international community leading the effort to improve the quality of healthcare facilities worldwide, as well as environments for healthy aging.

Our forward-thinking members, partners, and volunteers come from many fields including healthcare, residential care, architecture, interior design, construction, finance, customer service, product design, product manufacturing, and education.

CHD has partnered with Castle Worldwide, Inc. (Castle), a leading certification and licensure firm, to develop the Evidence-based Design Accreditation and Certification™ (EDAC) examination.

The Center for Health Design's internationally recognized EDAC program awards credentials to individuals who demonstrate a thorough understanding of how to apply an evidence-based process to the design and development of healthcare settings, including measuring and reporting results.

Evidence-Based Design (EBD) is the process of basing decisions about the built environment on credible research to achieve the best possible outcomes. Included in this process are the following eight steps:

- Define evidence-based goals and objectives
- Find sources for relevant evidence
- Critically interpret relevant evidence
- Create and innovate evidence-based design concepts
- Develop a hypothesis
- Collect baseline performance measures
- Monitor implementation of design and construction
- Measure post-occupancy performance results

A large and growing body of evidence attests to the fact that the built environment impacts patient stress, patient and staff safety, staff effectiveness, and quality of care provided in hospitals and other healthcare settings. Basing healthcare facility planning and design decisions on this evidence to achieve the best possible patient, staff, operational, and environmental outcomes is what evidence-based design is all about.

Please use this candidate handbook to understand our processes of application and registration. If you have questions about the processes described here, please contact CHD at (925) 521-9404 or edac@healthdesign.org or contact Castle at (919) 572-6880 or testing@castleworldwide.com.

CREDENTIAL DESIGNATION

CHD's internationally recognized EDAC program awards credentials to individuals who demonstrate a thorough understanding of how to apply an evidence-based process to the design and development of healthcare settings, including measuring and reporting results. Candidates may use the EDAC credential as long as their certification is current.

CERTIFICATION BENEFITS

- Use of the EDAC appellation to distinguish your knowledge and practice of EBD in healthcare
- Listing in a public and searchable directory of EDAC certified individuals
- Information and tools to assist in your business development activities and help you get the full business value of your EDAC credential
- Access to professional learning and development opportunities in EBD for healthcare
- Access to discussions among peers in the private LinkedIn EDAC Group

EXAMINATION REGISTRATION

Eligibility

Healthcare planners, architects, interior designers, engineers, contractors, clinicians as well as anyone in the management team of a healthcare organization that has direct responsibility for planning and designing buildings should apply for the EDAC examination:

- Architects & Designers – You have a method for developing design solutions that are rooted in research and likely to achieve a client's goals.
- Hospital Executives – You envision, charter and champion innovation that's good for the triple bottom line.
- Healthcare Providers – You support and bring new ideas in healthcare design that align with organizational goals that support the achievement of the desired results.
- Academics/Researchers/Students – You are on top of the most significant, emerging discipline within the healthcare design profession and can help carry the learning forward.
- Engineering & Construction Professionals – You understand the importance of research-based design decisions and can maintain the integrity of these decisions during the engineering and construction processes.
- Product Manufacturers – You use research to inform the product development process and participate in the design process and support improved outcomes in healthcare settings.

The goal of the EDAC program is to assure all project participants understand your responsibility and how to incorporate the evidence-based design process in healthcare design. There are no prerequisites for sitting for the examination.

Application Process

Applications must be submitted prior to examination registration. Note that the examination is computer-based and offered only through Castle's approved proctored testing centers.

Applications are accepted on a continual basis. The examination is offered on-demand following the application's approval. The testing appointment must be made at least seven (7) days prior to the test date during the scheduled testing window.

Online Applications

An online application is available through the CHD candidate registration system at www.castleworldwide.com/EDAC. You will be prompted to create an online profile that will serve as the basis for all interaction with Castle. You should record your username, password, and email address as used on the application for future reference and/or access to the system at a later time. You must register with the name that appears on the government-issued photo identification that you will use to enter the testing center to sit for your examination.

If you are unable to complete the online application, paper applications are available for download at www.castleworldwide.com/EDAC.

Paper Applications

Applications submitted by mail must have all requested information or they will be considered incomplete. The candidate will have 90 days to submit the necessary information so the application can be processed. If the candidate does not complete the application within 90 days, the application will be closed, and CHD will issue a partial refund. The candidate will have to apply and pay full application fee again in order to take the examination.

If you submit a paper application, PLEASE DO NOT subsequently submit an online application. Once your paper application has been processed, you will receive an email (notification) from Castle with your username and password to access the CHD candidate scheduling system.

Complete applications will be evaluated and candidate eligibility determined within seven (7) business days of receipt. If the application is incomplete, a notice will be issued to the candidate either by email or first-class mail. If the application is not completed within 90 days of submission, the application will be closed.

Fees

The examination fee is as follows. The examination fee includes the processing of the examination registration and one testing appointment.

\$375	First time examination fee
\$255	Second or third time examination fee
\$65	Additional international testing fee (if applicable)
\$50	Late registration fee (if applicable)

The fee must be paid in U.S. funds to Castle by Visa or MasterCard. A money order or cashier's check will also be accepted with paper applications. Examination fees are non-refundable.

Retest Fees

Candidates who fail the examination will receive information on scheduling a second testing appointment. The examination retake fee is \$255. This fee must be paid before scheduling a new testing appointment.

All retest fees are non-refundable.

Deadlines

Candidates are strongly encouraged to complete their applications at least 60 days prior to their desired testing date.

Eligibility Period

Candidate eligibility will be valid for 366 days. Candidates will be permitted no more than three testing attempts during the 366-day eligibility period with at least a 60-day waiting period between testing attempts. If a candidate does not take the examination for which he/she applied or successfully complete the application within 366-day eligibility period, the application will be closed and the candidate must submit a new application with the “first time” candidate fees. An email reminder will be issued to schedule testing to eligible candidates who have not yet completed test scheduling.

Scheduling

Applications are accepted on a continual basis. Upon approval of an application, Castle will send notification of eligibility to sit for the examination and will provide a *Notice to Schedule* (NTS) with a username, password, and directions on how to schedule a testing session. Most test sites will have morning and afternoon testing sessions available. Castle will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on test center availability.

Candidates will receive confirmation including exact test location, date, and time via email, which must be printed and taken to the site on the test date. **The candidate must take this document to the site on the test date.**

Registration and Testing Process

1. Review this candidate handbook prior to scheduling your examination. Failure to follow the instructions can cause a delay of your examination registration. For questions regarding examination registration, contact Castle at testing@castleworldwide.com.
2. Complete the exam registration (www.castleworldwide.com/EDAC) and pay your testing fee. You must register with your full name as it appears on your government-issued photo identification. In order to receive important electronic correspondence about scheduling your testing session, please ensure that your email program will accept emails from ibt@castleworldwide.com.
3. Schedule a testing session. (See “Scheduling” on page 5 of this handbook.)

Candidates must submit their test scheduling request at least seven (7) days prior to their preferred test date.

4. You will be notified of the exact test location, date, and time via email. You must bring your printed confirmation with you to the test site.

You must also bring a current photo identification with signature to the test site. Acceptable forms of identification include a driver’s license, passport, and government-issued identification card. Unacceptable forms of identification include a gym membership, warehouse membership, school identification card, credit card, and identification with signature only (no photo).

5. Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.
6. Sit for the examination. The examination consists of 110 multiple-choice questions. You will be given two (2) hours to complete the examination.
7. Examination results will be issued at the testing center upon successful submission of the examination. *Please note that, on occasion, scores may be held for statistical analysis. If this occurs, you will be notified of your scores via mail. Scores will not be released by email, fax, or telephone.*

National Registry

CHD will be maintaining a national registry of certified individuals for public access. Within the CHD EDAC examination application, applicants and certified individuals can choose to be included on this registry. Benefits of allowing your name to appear on the registry will be for verification of credentials by clients, employers, and colleagues. More details regarding the public registry are available within the CHD EDAC examination application.

REASONABLE ACCOMMODATIONS

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skills in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

For more information regarding reasonable accommodations, please contact Castle or CHD.

EXAMINATION INFORMATION

There are 110 questions on this examination. Of these, 100 are scored questions and 10 are pretest questions that are not scored. Pretest questions are used to determine how well these questions will perform before they are used on the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important for a candidate to answer all questions. A candidate's score, however, is based solely on the 100 scored questions. Performance on pretest questions does not affect a candidate's score.

This test content outline identifies the areas that are included on the examination. The percentage and number of questions in each of the major categories of the scored portion of the examination are also shown.

Category	Domains of Practice	Percent of the Exam
I	Evidence-based Design for Healthcare	28%
II	Research	30%
III	Predesign	20%
IV	Design	15%
V	Construction and Occupancy	7%
Total		100%

There are three types of questions on the examination: recall, analysis, and application. For more information about the test content, see the full outline at www.healthdesign.org/edac/certification.

SAMPLE EXAMINATION QUESTIONS

Sample examination questions can be accessed and reviewed at the following link: www.healthdesign.org/edac/certification.

Please allow one hour to complete the 30 sample questions.

FOR MORE PREPARATION

Demo Test

Castle offers a free online tutorial and unscored demo test to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible at any time, anywhere, through any computer with Internet access. Candidates may access the tutorial and demo on Castle's website <https://www.castleworldwide.com/cww/take-a-sample-test>. The demo is not intended to be a review of CHD examination content.

Resources

A list of recommended resources can be found in Appendix A of this document.

OTHER EXAMINATION INFORMATION

Cancellations, Rescheduling, and No-shows

You may cancel or reschedule a testing session up to four (4) business days before your testing appointment through the online scheduling system. A \$50 nonrefundable fee will apply.

Day of Testing Appointment:	Must Reschedule/Cancel By:
Monday	Tuesday of the previous week
Tuesday	Wednesday of the previous week
Wednesday	Thursday of the previous week
Thursday	Friday of the previous week
Friday	Monday of the current week
Saturday	Tuesday of the current week

Not appearing for your testing appointment or rescheduling your exam less than four (4) business days before your testing appointment will count as your testing appointment. You will be marked as a no-show candidate and your testing fees will be forfeited.

Examination Rules

CHD and Castle follow industry standard testing rules as outlined below.

Prohibited Items

Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPods, MP3 players, headphones, or pagers
- Calculators, computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watches
- Food and beverage
- Hats, hoods, or other headgear

If Castle testing personnel determine that you have brought any such items to the test site, they may be demanded and held for an indefinite period of time by Castle testing personnel. We reserve the right to review the memory of any electronic device that may be in your possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return your device to you, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your

device and/or the deletion of any materials. Castle, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

Examination Scoring

Examination results will be issued at the testing center upon successful submission of the examination. *Please note that, on occasion, scores may be held for statistical analysis. If this occurs, you will be notified of your scores via mail. Scores will not be released by email, fax, or telephone.*

For paper examinations taken on site at conferences, test results will not be immediately available. You will be notified of your score via mail after the test date.

Certificates

After passing the examination, candidates will receive a personalized certificate, which is suitable for framing, and a wallet card.

Examination Retakes

Individuals who do not pass the certification examination may retest 60 days after each testing attempt, with up to three testing attempts within the 366-day eligibility period. All candidates eligible to retest will receive a new Notice to Schedule (NTS) after a 60-day waiting period. Candidates will be able to schedule their exam and pay the \$255 retake fee at time of scheduling. Scheduling will not be completed until the retake fee has been paid.

RECERTIFICATION

Certification renewal must be completed every two (2) years, and certified individuals must complete six (6) continuing education hours and pay the \$95 renewal fee during the two-year period to maintain certification. Effective in September 2011, Castle will send out reminders four (4) months (by email and U.S. mail) and one (1) months (by email) prior to certification expiration. Candidates will be able to recertify up to 90 days after their certification expiration with an additional \$50.00 late fee, in addition to the recertification fee. The application will need to be submitted online before the 90-day grace period ends. **It is the candidate's responsibility to update Castle with any changes in contact information.**

Renewal Audits

A percentage of renewal candidate applications will be audited to ensure compliance with the renewal criteria. Applications for audit will be selected randomly. If your application is selected for audit, you will be provided with instructions on how to supply satisfactory documentation that supports your compliance with the renewal criteria.

Appendix A: Recommended Resources

Evidence-based design is an evolving discipline. CHD offers the latest resources and tools for enhancing your knowledge and practice of evidence-based design and healthcare quality and safety.

EDAC's Second Edition Study Guides prepare you for the exam and are references for practical application of EBD. The **Detailed Content Outline** covers all of the topics that will be included on the exam. It can be used alongside the study guides to understand what is most important to study. <http://www.healthdesign.org/edac/certification>

- **Volume 1: *An Introduction to Evidence-Based Design: Exploring Healthcare and Design*** explains the components of the healthcare delivery system, the trends affecting it and the various settings in which care delivery occurs. <https://www.healthdesign.org/store/products/books/introduction-evidence-based-design-exploring-healthcare-and-design-edac-study-g>
- **Volume 2: *Building the Evidence Base: Understanding Research in Healthcare Design*** explores the value of using credible evidence in healthcare projects, and how design solutions are empirically evaluated and scientific evidence is generated through research. https://www.healthdesign.org/store/products/books/building_evidence_base_understanding_research_healthcare_design_edac_study_guide
- **Volume 3: *Integrating Evidence-Based Design: Practicing the Healthcare Design Process*** offers practical examples from real case studies to show how EBD is applied and measured and integrated into the typical design process. <https://www.healthdesign.org/store/products/books/integrating-evidence-based-design-practicing-healthcare-design-process-edac-study-guide>

Visit <http://www.healthdesign.org/edac/additional-resources> for more information and additional resources.

Appendix B: Exam Preparation Tips

How to Study

CHD encourages candidates to prepare for the examination by using resources such as those listed in this handbook. *(A list of recommended resources can be found in Appendix A.)*

Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work.

Managing Test Anxiety

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing plans and using resources to help reduce your anxiety. In addition, an online demonstration and tutorial are available at <http://www.castleworldwide.com/cww/take-a-sample-test>. The demonstration and tutorial will familiarize you with the testing environment. They are not intended to be a review of EDAC examination content.

Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques, and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.

Do not let the comments or behavior of testing personnel or other examinees make you anxious. As examinees are taking different versions of the examination, examinees will finish at different times – some finishing very early, others taking the full two (2) hours. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety.

Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

Tips for Taking the Examination

- Budget your time well. Because you will have two (2) hours to complete 110 questions, you will want to complete more than half (55) in less than half the time. This is because you will want extra time after completing the full examination to review questions you either skipped or

questions you may have marked for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.

- Read each question carefully, focusing on what is being asked. If you are uncertain about the answer but nevertheless want to give a tentative response at the time, mark the test question to indicate that you want to review the test question and your answer if time allows. Go back to questions marked in this manner after completing the entire test.
- Read all options before selecting your answer. Always select the best choice.
- Do not overanalyze or try to “read into” a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.
- Remember that this is an international test. The questions will be based upon an accepted knowledge base. Choose options that you know to be correct in any setting.
- If there are questions including the words “not,” “except,” or “least,” answer with particular care because you will be looking for the exception. These questions involve a reversal of your usual thought patterns.
- Pay close attention to key words such as “best,” “most,” “primary,” or “usually.” These words indicate that other options may at times be correct, but given the wording or situation in the test question, you must judge which option is the best.
- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test.
- When guessing, use the process of elimination. Treat each option as a true or false statement, and eliminate those that you would not select. Narrow your choices and then make an educated guess.
- Answer every question, because there is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the ones you do not. Leave time at the end of the testing period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all of the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don’t leave any blank!
- If reading English is difficult for you because English is not your primary language, maximize your time by reading and answering all the shorter questions first. After completing all of the short questions, go back and attempt to answer the longer questions.
- Review the suggested resources listed in this handbook.