



Comprehensive
Health Services

Frequently Asked Questions

**DHS-CBP
Fitness Test Protocol**

Before The Exam:

Q1. When a DHS fitness only exam has been scheduled with my facility, what should I expect?

A1. A fitness only exam is given when a candidate has completed the PFT1 Candidate Health History Questionnaire. Prior to the exam the questionnaire must be reviewed and signed by both the candidate and test administrator. If candidate answers “yes” to any questions on the Candidate Health History Questionnaire, the candidate must also provide the completed Medical Provider Statement Form. The DHS fitness only exam no longer includes an EKG with interpretation or blood pressure reading.

Q2. Will I receive the paperwork at my facility, or should I expect the candidate to bring it with them?

A2. All paperwork will be sent to the candidate via email once their exam is scheduled. The candidate is responsible for providing their paperwork.

Q3. What happens if I don’t receive the paperwork, or the candidate forgets to bring it with them?

A3. Contact CHS at 866-493-0476 option 3 and speak with a representative to have the required paperwork sent to your location.

Q4: What will we use for the audio instructions since the CD’s are now out of date?

A4: The audio instructions can be found at www.chsmedical.com/dhscbpfitness. If there are any issues with the link please contact CHS at 866-493-0476 option 3

Q5. If the candidate answers “yes” on the Candidate Health History Questionnaire, what steps should I take from there?

A5: In order to proceed with the fitness testing, the candidate must provide a completed Medical Provider Statement Form. If the candidate does not have the completed Medical Provider Statement Form, please indicate “Failed to Provide Completed Medical Provider Form” on the Fitness Failure Summary and send to CHS via email or fax immediately. The candidate **MUST** then be referred back to CHS at 866-493-0476 Option 3 for further direction.

Q6: The candidate did not sign the “Candidate Waiver and Release of Liability Form” provided, but they signed the facility consent form. Is this an okay substitute?

A6: No. It is VERY important that all candidates **MUST** sign the “Candidate Waiver and Release of Liability Form” that is provided with the exam paperwork, BEFORE the fitness exam is administered.

During The Test

Q1: If a candidate fails a portion of the fitness test, should I continue on to the other sections?

A1: YES, please continue to the next section of the fitness test. Each failure should be accompanied by a “Statement Regarding Fitness Test Failure”, filled out in its entirety, signed and dated.

Q2: Are women allowed to do female modified push-ups during the fitness test?

A2: No. The protocol requires every candidate to be tested with the standard “proper-form” push-up.

Q3. Should I fail the candidate during the step test if he cannot change his/her feet?

A3: No. The candidate is not required to alternate feet during the step test.

Q4. Can I give the candidate another chance?

A4: No. All fitness testing requires prior authorization from CHS. If there are any issues or concerns, please call Comprehensive Health Services at 866-493-0476.

Q4. What happens if a candidate injures him/herself during testing?

A4: Please complete the “Pre-Employment Fitness Test Injury/Accident/Incident Report Form” and forward to CHS immediately following the exam.

Q5: What is the scoring system for the CBPO and AMO fitness Exams?

A5: The scoring requirements have changed, please refer to your training manual for additional details.

After The Test

Q1. What do I do with the paperwork once the test has been conducted?

A1: Send all fitness paperwork to CHS via email (Mailroom@chsmedical.com) or fax (703.760.0890), immediately following the exam.

Q2. I didn’t receive a FedEx envelope to return the exam to Comprehensive Health Services. What should I do now?

A2: We recently transitioned to paperless exam delivery. Please email (Mailroom@chsmedical.com) or fax (703.760.0890), the results to CHS immediately following the exam.

Q3: What should I do if I have other questions not answered in this booklet?

A3: Please call Comprehensive Health Services at 866-493-0476 Option 3 for any additional questions.

Q4: Due to the recent changes with some of the fitness test, we now have equipment that we will not utilize. What should we do with it?

A4: Although the lift lower equipment is no longer needed for the CBPO and AMO exams they can still be used for other departments within CHS. Please keep them at your facility. If CHS requires the return of the equipment in the future we will notify your facility and provide a shipping label.