SUMMARY & PURPOSE:
All applicants to become certified shall have certain rights to ensure that the exams are available, fair, and delivered without bias.

DEFINITIONS:
None

POLICY:
All applicants to become certified shall:
• Have materials available that outline processes and procedures regarding application, eligibility, and initial and retesting examination processes.
• Have a description of the examinations.
• Be afforded reasonable accommodations for going through the examination process.
• Have a fair and equitable application and testing process.
• Not be subject to any form of discrimination.
• Have the right to appeal adverse decisions.
• Have access to information about examination statistics and certificant information.

SCOPE/APPLICABILITY:
CHSE and CHSOS certification programs

PROCEDURES TO ENSURE COMPLIANCE:
• All information shall be readily available on line and in all appropriate documents.
• Staff shall be responsible for keeping up-to-date information posted and/or available as appropriate.

SUPPORTING/REFERENCE DOCUMENTATION:
• CHSE Handbook
• CHSOS Handbook
• CHSE Examination Blueprint
• CHSOS Examination Blueprint

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
• Diversity and Inclusion Statement
• Statement on Non-Discrimination
• Statement on Fairness
• Accommodations for Disabilities
• Appeals policy

ASSOCIATED NCCA STANDARD(S):
• Standards 6, 6E, 7C

POSTED PUBLICLY: YES/NO