SUMMARY & PURPOSE:
This policy outlines the basic eligibility and non-eligibility components for any individuals seeking to become certified.

DEFINITIONS:
Insert definitions that are required to understand this document

POLICY:
Eligibility requirements for applicants are described in the Statements of Principles and Rationales document. All individuals who desire to test to obtain the CHSE and/or CHSOS certifications shall meet the eligibility criteria.

Non-eligibility criteria are also established in the Statements of Principles and Rationales document. Individuals shall be deemed ineligible to take the examination to obtain the CHSE and/or CHSOS certifications if any of those criteria have been met. Individuals are considered ineligible if they have intimate knowledge of any of the current (active) exam forms based on the following:

- submitted and had accepted more than ten (10) initial draft items for consideration for an examination.
- participated in an item-writing workshop.
- participated in an examination form review.
- had access to the exam item banks.

The ineligible criteria shall apply for a period of three (3) years. Once individuals have exceeded three (3) years without having met an of the criteria, they shall no longer be considered ineligible and will be notified of same.

SCOPE/APPLICABILITY:
This shall apply to all individuals who desire to become certified as a CHSE and/or CHSOS, and/or have participated in the development of items and/or forms for either certification.

PROCEDURES TO ENSURE COMPLIANCE:
- SSH staff shall be primarily responsible for compiling and tracking the information associated with this policy.
- SSH staff shall provide documentation of ineligibility to individuals on request. This shall include the reasons for ineligibility due to examination development.
- Vendor shall be consulted as appropriate to ensure accuracy of the records.
- Any individuals shall not be allowed to sit for the exam for which they are ineligible.
- Once the three-year period of time has passed, SSH staff shall notify individuals of their eligibility.

SUPPORTING/REFERENCE DOCUMENTATION:
- Statements of Principles and Rationales

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- None

ASSOCIATED NCCA STANDARD(S):
- 6A, 10D

POSTED PUBLICLY: YES/NO