SUMMARY & PURPOSE:
This policy outlines the key concepts related to rescheduling of a previously scheduled examination that has not yet been taken by the candidate.

DEFINITIONS:
None

POLICY:
Candidates may reschedule an examination up to five (5) calendar days before the examination is scheduled. After this time, it is considered a cancellation and the candidate must follow that policy. Fees for rescheduling may apply as indicated in the handbook. Any candidate who has missed a scheduled examination must reschedule and likely will have to pay the full reexamination fee.

SCOPE/APPLICABILITY:
This policy applies to all candidates who are registered to take an exam (have actually scheduled a date, time, and location).

PROCEDURES TO ENSURE COMPLIANCE:
• The vendor and SSH shall work together to ensure that this policy is followed.

SUPPORTING/REFERENCE DOCUMENTATION:
• CHSE Handbook
• CHSOS Handbook

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
• Cancellation Policy

ASSOCIATED NCCA STANDARD(S):
• 6A, 6C

POSTED PUBLICLY: YES