

	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 01, 2012
POLICY TITLE APPLICANT RIGHTS	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:

All applicants to become certified shall have certain rights to ensure that the examinations are available, fair, and delivered without bias.

DEFINITIONS:

None

POLICY:

All certification applicants 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 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 as deemed appropriate for publication by the Certification Council.

SCOPE/APPLICABILITY:

CHSE and CHSOS certification programs

PROCEDURES TO ENSURE COMPLIANCE:

- All information shall be readily available online and in all appropriate documents.
- SSH 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:

- SSH Diversity and Inclusion Statement
- SSH Statement on Non-Discrimination
- SSH Statement on Fairness
- Accommodations for Disabilities
- Appeals policy

ASSOCIATED NCCA STANDARD(S):

- Standards 6, 6E, 7C

POSTED PUBLICLY: YES