

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

SUMMARY & PURPOSE:

This policy states the fundamentals related to the compliance of the candidate with all certification policies and procedures.

DEFINITIONS:

Candidate: for the sake of this policy, candidate shall refer to all individuals who are applying, have been approved to test, or are currently certified (normally distinguished as applicants, candidates, and certificants).

POLICY:

Candidates shall comply with all relevant policies and procedures that prescribe their behaviors and required actions, including what is listed in the handbooks, in policy and procedure documents, in the online testing system, or other appropriate and accessible locations. Candidates shall:

- Maintain the confidentiality of the examination content
- Submit requested materials as part of any audit
- Not submit false or untrue information at any part of the application, testing, or certification process

Candidates who do not comply with appropriate steps as publicly published shall be subject to disciplinary action as described in the Disciplinary Action policy.

SCOPE/APPLICABILITY:

This applies to all individuals for CHSE and CHSOS certifications at any stage of the certification process.

PROCEDURES TO ENSURE COMPLIANCE:

- SSH Staff shall primarily be responsible for monitoring individuals for compliance of automated items.
- The Director of Certification shall handle any submissions of possible misconduct or other item that meets the criteria for investigation as according to the Disciplinary Action policy.

SUPPORTING/REFERENCE DOCUMENTATION:

- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:

- Policy: Disciplinary Action

ASSOCIATED NCCA STANDARD(S):

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POSTED PUBLICLY: YES/NO