

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

**SUMMARY & PURPOSE:**

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

**DEFINITIONS:**

None

**POLICY:**

Eligibility requirements for applicants are described in the candidate handbooks. 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 candidate handbooks. 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 first-hand knowledge of any of the current (active) examination 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 review workshop.
- participated in an examination form review.
- Participated in a standard setting activity.
- had access to the examination item banks.

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

**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.
- The testing vendor shall be consulted as appropriate to ensure accuracy of the records.
- An individual shall not be allowed to sit for the examination for which they are ineligible.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- CHSE Candidate Handbook
- CHSOS Candidate Handbook

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

- None

**ASSOCIATED NCCA STANDARD(S):**

- 6A, 10D

**POSTED PUBLICLY: YES/NO**