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	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 01, 2012
POLICY TITLE RESCHEDULING	VERSION	DATE REVIEWED July 26, 2024

**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 candidate 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 examination (have actually scheduled a date, time, and location).

**PROCEDURES TO ENSURE COMPLIANCE:**

- The testing 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):**

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**POSTED PUBLICLY: YES**