ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Review the ACPV website.	
SOP#: 6.1.6-1c	
Timeline: Before the Exam: October year prior to exam	**Revision #0**
Party Responsible: Exam Chair	

Scope: This SOP describes the review of the ACPV website before letters to candidates are sent in December.

Procedure

The ACPV office updates the Exam section of the website in August. (See SOP 6.1.6-3d) After the update but before the letters to new and returning candidates are sent (by December 1), the Exam Chair should review the Credentialed Candidate section of the Exam webpage to make sure that all information is current and correct. This includes:

1. Location of the exam
2. Fee structure
3. Grading timetable
4. Disability Policy
5. Exam fee form (Is working properly and activated.)
6. Appeals Process
7. Certifying Exam Handbook

The Exam Chair should notify the ACPV office of any needed changes.

Associated SOPs

SOP 6.1.6-3d

SOP 6.1.6-1d

SOP 6.1.6-1e

Associated Forms

See forms found on the website.

References

NA

Revisions

Author: Janece Bevans-Kerr	Date: 3-22-2021
Approved by Reviewer 1: XXX	Date: XXX
Approved by Reviewer 2: XXX	Date: XXX
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