

<b>ACPV Examination Committee Policy or Operating Procedure</b>	
<b>SOP Title:</b> Assign candidate's exam sites and update "ACPV Exam All Candidates Contact Info" spreadsheet.	
<b>SOP#:</b> 6.1.6-1d	
<b>Timeline:</b> Before the Exam: November year prior to exam	<b>Revision #0</b>
<b>Party Responsible:</b> Exam Chair and ACPV Office	

**Scope:** The Exam Chair must notify applicants of approval/disapproval to sit for the exam by December 1<sup>st</sup>. (See SOP 6.1.6-1e) Approved applicants (now called candidates) will also be informed of the exam site where they have been assigned. The ACPV office will update the master spreadsheet.

**Procedure:**

- The Credentials Review Committee's recommendation of applicants and subsequent Board of Governors approval should be completed by mid-November each year.
- The ACPV office will give the Exam Chair the Credentials Review Committee's report which lists those approved to sit and those not approved and the reasons why.
- The Exam Chair will assign each approved candidate an exam site where they will sit for the exam based on their geographic location.
- The ACPV office will create a new sheet for the following year's exam in the *ACPV Exam All Candidates Spreadsheet*. This is a master spreadsheet used year after year containing data for all applicants approved to sit for the exam. The new sheet contains the information on returning candidates still eligible to sit for the exam (transferred from the previous year's sheet) and the newly approved candidates.

**Associated SOPs**

SOP 6.1.6-1e

**Associated Forms**

ACPV Exam All Candidates Spreadsheet – Obtain from ACPV office.

**References**

ACPV Procedural Manual 6

**Revisions**

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