

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Correspond with new and returning candidates	
SOP#: 6.1.6-1e	
Timeline: Before the Exam: November prior to exam through April	Revision: 0
Party Responsible: Exam Chair	

Scope

This SOP provides guidance for corresponding with new and returning candidates to communicate acceptance or non-acceptance to sit for the exam as well as to provide exam site and exam specific information to candidates.

Procedure

Applicants are notified if they have been accepted to sit for the exam on December 1st. Once an applicant is accepted to sit, they are designated as an exam candidate. Between acceptance and the exam, four letters are sent to new and returning candidates (see associated forms below). The Exam Chair is responsible for updating the letter templates (except the letters from the ExVP and consultant.) The ACPV office will use a mail merge to create the individual letters to the candidates and email them. (No correspondence to the candidates should come directly from the Exam Chair. Emails to candidates are followed by duplicate letters sent via United States Post. The office will save a copy of each letter sent in the applicant’s/candidate’s file.

- A. December: Acceptance/Exam site letter (Note: The Executive VP will notify applicants not accepted to sit for the exam.)
- B. April: Electronic exam information letter from consultant
- C. April: Exam details letter from exam chair

Associated SOPs

None

Associated Forms

- [Letter to accepted applicants with site information and giving candidate choice.](#)
- [Letter to unaccepted applicants. \(Sent by Executive VP \)](#)
- [Letter to returning candidates with site information and giving candidate choice.](#)
- [Exam details letter to first time candidates](#)
- [Exam details letter to returning candidates](#)
- [Letter from exam consultant \(Sent by consultant.\)](#)

Author: Kate Hayes	Date: April 2021
Approved by Reviewer 1: XXX	Date: XXX
Approved by Reviewer 2: XXX	Date: XXX
Date of Posting	Date:XXX

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References

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Revisions

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