

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Create COVID-19 Policy Adherence Sheet and Distribute	
SOP#: 6.1.6-1k	
Timeline: Before the Exam: July	Revision: 0
Party Responsible: Site Captains	

Scope: This SOP describes the process to ensure candidates adhere to the COVID-19 policies of the institution where they will be sitting for exam.

Procedure:

Site captains are responsible for this task.

Task:

1. Find the COVID-19 policy for your site.
2. Send the policy to the ACPV office support@acpv.info for posting on the ACPV website no later than July 10.
3. Create a COVID-19 policy adherence form that includes the policy and ending with following:

I _____ (print name) agree to adhere to the above COVID-19 policy during the time I am at (name of institution) to sit for the ACPV certifying exam. I know that failure to follow the policy will result in my removal from the exam and (name of institution.)

Signature _____

Date _____

4. Make a copy of the adherence form for each candidate sitting at your site.
5. Have candidates sign the form at check-in.
6. Send the signed forms in the exam notebook and send to the ACPV office after the exam.

Associated SOPs

None

Associated Forms

None

References

None

Revisions

Author: Janece Bevans-Kerr
 Approved by Reviewer 1: XXX
 Approved by Reviewer 2: XXX
 Date of Posting:

Date: May 2021
 Date: XXX
 Date: XXX
 Date: XXX