

| <b>ACPV Examination Committee<br/>Policy or Operating Procedure</b> |                    |
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| <b>SOP Title:</b> Update Exam Page on the ACPV website              |                    |
| <b>SOP#:</b> 6.1.6-3d   |                    |
| <b>Timeline:</b> After the Exam: August/September                   | <b>Revision #0</b> |
| <b>Party Responsible:</b> ACPV Office                               |                    |

**Scope:** This SOP describes the items that need to be updated and reviewed on the ACPV Exam portion of the ACPV website after exam has been graded and new diplomates have been accepted into the College—normally in August or September of each year.

**Procedure:**

1. Reclassify new diplomates as ACPV members on the website. Include diplomate number. Check the diplomate as a member in good standing on their profile.
2. Add new diplomates picture from the ACPV Annual Business Meeting and Breakfast.
3. Update the location of the exam to the following year.
4. Change deadline dates to the following year.
5. Review all documents (e.g., Procedure Manual, Procedure Manual excerpts, handbooks, forms, committee documents) and make sure the most up to date version is on the website.
6. Consult with the Exam Chair, the Credentials Review Committee Chair and the Training Program Review Committee Chair to assure that the most updated documents appear on the website.

**Associated SOPs**

SOP 6.1.6-1c Review the ACPV website

**Associated Forms**

All forms found on the “Exam” webpage on the ACPV website.

**References**

NA

**Revisions**

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 Approved by Reviewer 1: XXX  
 Approved by Reviewer 2: XXX  
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