

ACPV Examination Committee Policy or Operating Procedure	
SOP Title:	Update Exam Committees Entries in the Procedure Manual and Exam Committee SOPs and associated forms
SOP#:	6.1.6-3h
Timeline:	After the Exam: January
Party Responsible:	(new) Exam Chair
	Revision: 0

Scope

This SOP provides instructions for updating exam committee entry in the ACPV Procedurals manual including all SOPs. It is vitally important to keep the Procedural Manual current.

Procedure

Once the exam has been graded, the Chair Elect succeeds as committee chair. The new Chair is responsible for the annual review of the Exam Committee’s Procedurals Manual entry and SOPs. Any change to the Procedure Manual entry must be approved by the ACPV Board of Governors, so if a change is needed for that document, it must be written as a proposal to the BOG and submitted to the ACPV Executive Director who will see that it is put on the agenda for the next BOG meeting. The SOPs do not need BOG approval.

The new Chair will assign two Exam Committee members to review and (revise if needed) each SOP. SOP revisions can be discussed by the entire committee at the January meeting, but final approval of the SOPs should be completed by the end of the January meeting.

The office is responsible for archiving older versions of the Procedural Manual in a designated folder.

Associated SOPs

None

Associated Forms

None

References

None

Revisions

Author: Agnes Agunos	Date: March 2021
Approved by Reviewer 1: XXX	Date: XXX
Approved by Reviewer 2:XXX	Date: XXX
Date of Posting:	Date:XXX