ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Update candidate tracking document	
SOP#: 4.2.7-3i	
Area: After the Exam	**Revision #0**
Party Responsible: ACPV Office	

Scope: This SOP describes the training tracking document and its annual update.

Procedure:

The ACPV office keeps a spreadsheet which identifies the experience route (training program, advanced degree or experience) of all candidates approved to sit for the exam and their pass/fail rates. This spreadsheet must be updated yearly. The spreadsheet is found in the ACPV office shared files in the Exam folder. The following is the information collected:

1. Candidate's training route.
2. First year eligible to sit for the exam.
3. If the candidate passed the exam or not.
4. Listing of the years the candidate sat for the exam.
5. Year the candidate passed the exam. (If the candidate passed.)

To determine the candidate's training route, look at the candidate's application.

The first year the candidate was eligible to sit and the years the candidate sat for the exam can be found in the ACPV Exam All Candidates Contact Info excel document.

Whether or not the candidate passed the exam and the year can be found in the Exam Committee Chair's report to the ACPV Board of Governors.

Associated SOPs

Associated Forms

ACPV Exam Training Tracking Document: Obtain from the ACPV office

ACPV Exam All Candidate Contact Info: Obtain from the ACPV office

References

NA

Revisions

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