

# Revised Policy on Deferring the ACPV Exam

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## Extracted from Procedural Manual – current version

(9) An applicant will have three years, representing three consecutive examination periods, to successfully complete all phases of the examination. A fee as determined by the Board shall be charged for each and every examination. Any applicant who has not successfully completed three phases of the examination within three years after the application will be permitted to reapply after a waiting period of one year. Such applicants will be required to submit a new application and examination fee. The applicant will be required to complete the entire sequence, comprising all three parts (phases) of the examination.

## **Policy for deferring of certification examination**

This policy outlines the procedures for candidates who elect not to take the examination even though credentialed with all fees paid.

All candidates have a three year window, beginning with the first year they are accepted, to complete the exam. If the candidate has not passed all sections of the exam within the three year window, they must follow the above procedure for eligibility timeline. An exam fee is required each year a candidate sits for the exam. If the candidate has paid an exam fee and then elects not to write the exam, they must notify the Secretary/Treasurer by 1 June of that exam year or the examination fee will be forfeited to the ACPV.