

Policy Name	Examination Scheduling
Policy Number	62.03
Approval Required By	Board of Directors
Version Number	01
Version Effective Date	TBD

Intent

Establish the requirements for scheduling or re-scheduling a cognitive or psychomotor examination administration for National Registry certification.

Scope

The policy applies to candidates for National Registry certification including the cognitive and psychomotor examinations.

Definitions

Authorization to Test (ATT) – Notice of approval to test including instructions for scheduling an examination appointment.

Test Network Administrator – The administrator of the test network for the cognitive examinations.

Examination Specialist – Individual who coordinates scheduling the administration of a psychomotor examination.

National Registry Representative – Individual who coordinates the administration of psychomotor examinations.

Policy

Candidates who meet the established eligibility requirements may schedule an examination appointment to complete the required examinations. The National Registry informs candidates of the requirements to schedule, cancel, or re-schedule an examination appointment.

Cognitive Examination

The National Registry issues approved candidates for a cognitive examination an “Authorization to Test (ATT)” that provides instructions on how to schedule the examination. The ATT is valid for 90 days from the day it is posted in the candidate’s account. Approved candidates schedule an examination appointment directly with the test administrator.

Candidates may re-schedule or cancel the examination by contacting the test administrator at least 24 hours prior to the examination appointment. The National Registry establishes fees for re-scheduling the examination.

Candidates who fail to notify the test administrator via phone call or online at least 24 hours before scheduled test classifies the candidate as a “no-show” and results in forfeiture of the examination payment.

Candidates can appeal this decision for extenuating circumstances. Appeals are submitted to the National Registry Certification staff. National Registry Certification staff review and determine the outcome of the appeal. All decisions by the National Registry staff are final. All appeals are considered, but those that fall outside the following list are typically not approved:

- Medical emergencies for candidate or candidate’s immediate family
- Death of immediate family member
- Called into work – EMS PERSONNEL ONLY
- County or statewide weather/natural disaster emergency

Psychomotor Examination

The National Registry issues approved candidates for a psychomotor examination “Psychomotor Authorization to Test (PATT)” that includes the candidate’s identification number. The PATT provides instructions to the candidate on how to schedule the psychomotor examination. The PATT is valid for 24 months from the date of course completion or until one full failure of the psychomotor examination attempt occurs. Approved candidates reserve a psychomotor examination appointment directly with the examination host.

Candidates may re-schedule or cancel the examination prior to the cancellation deadline established by the National Registry. The National Registry establishes fees for re-scheduling the examination.

Candidates who fail to cancel the psychomotor examination appointment with the Examination Specialist by the cancellation deadline classifies the candidate as a “no-show.”

Candidates can appeal this decision for extenuating circumstances. Appeals are submitted to the National Registry staff. National Registry staff review and determine the outcome of the appeal. All decisions by the National Registry staff are final. All appeals are considered, but those that fall outside the following list are typically not approved:

- Medical emergencies for candidate or candidate’s immediate family
Death of immediate family member
- Called into work – EMS PERSONNEL ONLY
- County or statewide weather/natural disaster emergency

Rationale

The National Registry provides fair and standardized testing for its certification examinations by establishing and consistently implementing policies for scheduling and re-scheduling examination appointments.

Related Policies and Procedures

62.03.01 No Show Policy: Cognitive

62.03.02 No Show Policy: Psychomotor

62.03.03 Issuing PATT

References

NCCA Standards for the Accreditation of Certification Programs

Document History			
Version #	Approval date	Effective date	Revision Summary
01	TBD	TBD	Policy created and approved