

3.5.1 Expertise Level Examination Application Policy & Procedure

KEYWORDS: CFCC, DRMP, application, expertise, eligibility

POLICY: The eligibility requirements for an expertise level certification are detailed. In order to ensure candidates have the necessary combination of experience, education, work products, recommendations, etc. an application must be completed and submitted for review by the designated Examination Team of the Certification Board.

Approved applications will allow the candidate to proceed to register and sit for the examination. Denied applications will prohibit the candidate from taking the examination, or reapplying within one year, or more as determined by the Certification Board.

PROCEDURE:

- The candidate completes an application through their AACE profile and pays the application fee.
- The application is reviewed by headquarters staff to ensure all basic components are sufficiently met and provides an analysis of the eligibility requirements to the designated Examination Team of the Certification Board.
 - If the application is approved, the candidate is notified with invoice to pay the examination registration fee and proceed to clearance. The normal examination process is followed after clearance.
 - If the application is denied, the candidate is notified and provided feedback for areas of deficiency. The candidate is given one opportunity to correct or update the areas of deficiency within a given deadline.
 - If the resubmission is approved, the candidate is notified with invoice to pay the examination fee and proceed to clearance. The normal examination process is followed after clearance.
 - If the resubmission is denied, the candidate is notified and is not eligible to reapply within one year, or more as determined by the Certification Board.