Retesting Policy for Candidates

Purpose
The purpose of this policy is to outline the policy and rationale for candidates who wish to retake an examination for one of the following certifications:

- CSP
- SMS
- ASP
- OHST
- CHST
- STS
- STSC
- CET

Scope
The scope of this policy includes all candidates who are seeking to retake an examination.

Policy
Any candidate seeking to retake an examination must meet the following qualifications:

- Be within their one (1) year eligibility window (two (2) years if they purchased an extension)
- Continue to meet the eligibility criteria to sit for the examination

Rationale
Regulatory changes that affect our programs are few and infrequent. If the opposite occurred, and there were many regulatory changes that occurred frequently, we might not allow candidates to sit for the examination multiple times within their eligibility window.

The eligibility criteria the candidate has met, such as working in the profession, needs to be reaffirmed after more than two (2) years due to possible changes in their situations. As long as the criteria has been met and the candidate is in their window of eligibility, they are permitted to take the exam as many times as they like.