**Certification Procedure**

All interested candidates will fill out and submit, with supporting documentation, the application for certification found at <http://www.ifseaef.org> or hard copy available by contacting IFSEA EF Certification department at 775-636-7992 or by sending an email to [ifsea.certification@gmail.com](mailto:ifsea.certification@gmail.com).

IFSEA EF certification committee will review the application and supporting documentation within 15 business days and notify the candidate of either an acceptable application or will provide the candidate with a list of missing documentation. Candidates requiring more documentation will be given thirty (30) days to supply the needed documentation or their application will be placed into inactive status.

Accepted applicants will be sent an invoice and will have thirty (30) days to pay the invoice for certification testing, if unpaid, their application will be placed in inactive status. Upon payment for certification, candidate will be given a proctor form for their testing and asked to select a testing date within six (6) months.

The test will be offered to the candidate’s proctor, either electronically or in written form based on their preference. Upon completion of the test the proctor will return the test and or notify the certification committee of the completion. The Certification committee will review and grade the exam within 10 business days and notify the candidate of their pass or fail status.

Successful candidates will be mailed their certifications packet within 15 business days of their pass notification.

Passing cut scores will be reviewed annually by selected members within the industry chosen by the Director of Certifications.

**Re-testing policy**

Candidates who are unsuccessful in passing the exam will be notified of the domains that they missed and given the opportunity to re-test up to three (3) times with no waiting period. After three (3) unsuccessful attempts the candidate must wait six (6) months to re-test.

To re-test the candidate must notify IFSEA EF certification of their intent to re-test and select a date upon which to test. Their proctor will then be notified of a re-take request and asked to proctor another exam for the candidate.

**Appeals**

Candidates are entitled to appeal determinations made by the Certification committee based on testing results or rejection of the application. Candidates wishing to appeal should contact the IFSEA EF in writing within ten (10) business days of notification of their status. Candidates should list their reason for appeal and list or give evidence to the reason they feel they should be reconsidered.

IFSEA EF appeals committee will review the appeal at their next quarterly, meeting and return a recommendation to the candidate at that time.

**Testing inconsistencies**

If an incident is reported by a proctor, a detailed description of the alleged discrepancy must be reported to the IFSEAEF Director of Certifications within 24 hours of the alleged incident. A form is available on the IFSEAEF website which is to describe the date, time, location, proctor’s name and affiliation, candidate’s name and exam being administered. A detailed description with any supporting documents and/or evidence to support the allegations must be submitted to the Director of Certification in a timely manner.

The Director of Certification shall review the allegations and supporting materials. The Director of Certification shall then prepare a document, within 14 days of the allegation(s) outlining said allegations and submit it to the candidate for his/her response. The candidate shall, within seven days respond and will be advised the he/she must attest, under “penalty of prudery” to the response submitted back to the Director of Certification. A determination will be made, and proper action taken within two business weeks.