

## **Retesting Policy**

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The purpose of this policy is to outline the process to follow when a candidate requests to retest for an examination. The IBSC understands there will be occasions when a candidate is unsuccessful in passing an examination.

The IBSC provides three means for the candidate to take an examination:

- Computer-based Testing (CBT)
- Pencil and Paper (P&P) Testing
- Web International Testing

The candidate can request to retest for any examination thirty (30) calendar days following the date in which they first took that examination. This thirty (30) calendar day rule applies when a candidate wants to retest the same examination they were previously unsuccessful with, i.e.: candidate can retest the FP-C examination thirty (30) days following their initial attempt with the FP-C examination. This time frame allows time for the candidate to prepare for the examination and submit the required forms; while providing the administrative staff time to verify all required documentation.

If the candidate wishes to take a different exam, they will need to register for that specific examination via the website, upload their required documentation, pay the examination fee, and obtain IBSC approval before being able to schedule the examination. The thirty (30) calendar day rule does not apply when registering to take a different examination, i.e.: initially unsuccessful with FP-C but now wants to take the CCP-C examination, thus the thirty (30) calendar day rule does not apply, as this would be a different certification examination.

There are no exceptions to this rule.

The candidate may attempt the same examination a total of three (3) times, using the thirty (30) calendar day rule.

The Subject Matter Expert (SME) panel for each certification examination panel has determined the candidate must wait an additional ninety (90) day period before being eligible to complete a fourth attempt at an examination. During this time-period the candidate is encouraged to complete structured, exam topic education that allows for a more thorough understanding of the topics outlined in the Detailed Content Outline (DCO). The rationale behind this part of the retesting policy is to ensure the candidate has sought additional education and has worked in conjunction with a professional educator (i.e.: Nurse, Physician, Tactical Commander, etc.) to better understand the information outlined in the examination's DCO.

When applying for their fourth attempt, the candidate must meet the established eligibility requirements as well as submit documentation from a professional educator (i.e.: Nurse, Physician, Tactical Commander, etc.) that they are prepared to complete the examination.

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If the candidate is unsuccessful on their fourth attempt, they will be restricted from retaking the examination a fifth time, following an additional six (6) month waiting period. The rationale behind this requirement is to ensure the candidate has sought yet additional educational training and has worked in conjunction with their physician Medical Director to better understand the information outlined in the examination's DCO. The candidate is also required to submit a letter from their Medical Director outlining the additional education completed, as well as physician documentation that the candidate now understands the information outlined in the examination's DCO.

If the candidate is unsuccessful on their fifth attempt, they would be restricted from retaking the examination for an additional period of one (1) year. The rationale behind this requirement is to ensure the candidate has engaged in a more defined, long-term, foundational educational study in conjunction with their Medical Director to best prepare them to sit for the exam and best understand the information outlined in the examination's DCO. The candidate is also required to submit a letter from their Medical Director outlining the additional education completed, as well as physician documentation that the candidate now understands the information outlined in the examination's DCO

If the candidate is still unsuccessful, they **will not be** granted any further permission to the examination, as their previous unsuccessful attempts demonstrated the candidate would not have the knowledge and or understanding of the material to perform in the profession.

- If the first attempt is unsuccessful – the second retest attempt can be scheduled 30 days later
- If the second attempt is unsuccessful – the third retest attempt can be scheduled 30 days later
- If the third attempt is unsuccessful – the fourth retest attempt can be scheduled 90 days later – candidate must also submit documentation from a professional educator (i.e.: Nurse, Physician, Tactical Commander, etc.) that the candidate is prepared to complete the examination
- If the fourth attempt is unsuccessful – the fifth retest attempt can be scheduled 180 days later – The candidate is also required to submit a letter from their Medical Director outlining the additional education completed, as well as physician documentation that the candidate now understands the information outlined in the examination's DCO
- If the fifth attempt is unsuccessful – the candidate is restricted from reapplying to retest for a period of one year

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Example dates	1.1.18	1.31.18	3.2.18	5.31.18	11.27.18	11.27.19
	<b>1</b>	<b>30</b>	<b>60</b>	<b>90</b>	<b>180</b>	<b>365</b>
First Attempt		If the first attempt is unsuccessful – the SECOND ATTEMPT can occur at 30 days after the first attempt	If the second attempt is unsuccessful – the THIRD ATTEMPT can occur at 30 days after the second attempt	If the third attempt is unsuccessful – the FOURTH ATTEMPT can occur 90 days later. To register for the fourth attempt the candidate must also submit documentation from a professional educator (i.e.: Nurse, Physician, Tactical Commander, etc.) that the candidate is prepared to complete the examination	If the fourth attempt is unsuccessful – the FIFTH ATTEMPT can occur 180 days later – The candidate is also required to submit a letter from their Medical Director outlining the additional education completed, as well as physician documentation that the candidate now understands the information outlined in the examination's DCO	If the fifth attempt is unsuccessful – the candidate is restricted from reapplying to retest for a period of one year

**Understanding the IBSC  
Retesting Policy**

Please address all questions and concerns regarding this policy to the Chairman and or the Chief Operating Officer.