



POLICY 39 – DUE PROCESS

I Eligibility Determination

- A Applications for CCI examinations may be refused if CCI receives evidence to indicate that an Applicant may have committed any of the following violations:
1. Obtaining or attempting to obtain Certification or Registration by fraud, deception or artifice.
 2. Knowingly assisting another person(s) in obtaining or attempting to obtain Certification or Registration by fraud, deception or artifice.
 3. Illegal use of Certification or Registration certificate or falsification of credentials.
 4. Unauthorized possession and/or distribution of official testing or examination materials.
- B If CCI determines that any such evidence warrants additional consideration, the Applicant will be notified and will have an opportunity to present information on his/her behalf. Upon receiving information from all involved parties, the Board of Trustees will either issue a decision or recommend that a formal hearing be conducted by members of the Executive Committee and the Board. The decision will be handed down by the Board of Trustees.
- C Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy 9.



II. Examination Results

- A. If the candidate contests the computer scoring, a hand scoring of the answer sheet can be conducted for the current fee. The fee is refundable in the event of computer scoring errors only.

Requests for (hand scoring) rescoring must be in writing and must be received within thirty (30) days of the date examination preliminary results were mailed. The published fee for rescoring will be assessed.

- B. Candidates may comment on specific items on the registry examination(s) by writing their comments within the comment space provided during examination administration. Candidates can comment on an individual item or the examination as a whole. If it is determined that an item(s) is incorrectly published, all affected Candidates are notified promptly.
- C. Candidate examination content and/or answers will not be released from the CCI national office for any reason. Requests to review the examination material by the candidate and/or his/her representative counsel must be carried out in the national office in the presence of the Executive Director or their designee. Answers to reviewed items cannot be released to anyone. Written comments can be taken from the reviewer for evaluation by the appropriate examination committee chairperson.
- D. Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI Policy. See Policy 9– Appeals Committee

III. Denial of Renewal

- A. Applications for renewal of CCI credentials may be refused if CCI receives evidence to indicate that a Registrant may have committed any of the following violations:
1. Obtaining Certification or Registration by fraud, deception or artifice.
 2. Knowingly assisting another person(s) in obtaining or attempting to obtain Certification or Registration by fraud, deception or artifice.



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3. Illegal use of Certification or Registration certificate or falsification of credentials.
 4. Has been sanctioned resulting in suspension or revocation of credential(s).
 5. Unauthorized possession and/or distribution of official testing or examination materials.
 6. Has exceeded the deadline for renewal of their credential(s)
- B If CCI determines that any such evidence warrants additional consideration, the Registrant will be notified and will have an opportunity to present information on his/her behalf. Upon receiving information from all involved parties, the Appeals Committee will issue a decision to uphold or remove the denial for renewal.
- C Registrants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy 9.