

Retesting Policy for Candidates

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

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
- CIT

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:

- 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.
- Wait at least 6 weeks between exam attempts.
- Candidates will not be able to purchase an exam if they failed an exam attempt and have less than 6 weeks remaining in their eligibility.
 - Candidates who have purchased an exam bundle option will have the same retake policy: however, candidates who have less than 13 weeks remaining in their eligibility will not be able to purchase an exam bundle.

All BCSP exams are computer delivered at Pearson VUE centers. Special accommodations must be requested at the time the examination is purchase.

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.