AACVPR Professional Certification Commission

CCRP Affiliate Exam Hosting Policy

Policy Statement
The Professional Certification Commission (PCC) will work with selected affiliates interested in hosting the Certified Cardiac Rehabilitation Professional (CCRP) at an affiliate or joint affiliate annual meeting.

Affiliates Responsibilities
The items outlined below are the responsibilities of the affiliate hosting the CCRP exam:

- Provide an estimated attendance of at least ten (10) exam candidates. Further review of the request by the PCC will be implemented if the affiliate is not able to guarantee at least 10 exam candidates
- Designate a “CCRP Affiliate Liaison” as primary point of contact for all communication with AACVPR Headquarters
- Make arrangements for adequate exam space with capacity for expected number of candidates to meet the following requirements:
  1. Three feet of space between candidates
  2. Clean, well-lit environment, free from distractions
  3. Seating arranged in a classroom style format
- Marketing and promotion of the CCRP being administered at the affiliate meeting
- Manage facility logistics
- Provide registration tables on the date of the exam
- Register and check in attendees on the day of the exam
- Secure exam proctor(s) at a ratio of 2 proctors to the first 35 candidates and then 1 proctor to every additional 35 candidates after that
- Ensure that proctor(s) have completed AACVPR provided proctor training, coordinated with PCC staff
- Administer the exam in an environment that is free from distractions
- Provide any additional exam materials such as pencils and scratch paper
- Enforce security procedures outlined by AACVPR to ensure that the exam is administered with the utmost protection
- Seal and ship all exam materials to Professional Testing, Inc. upon conclusion of the exam at AACVPR’s expense
AACVPR Headquarters Responsibilities

AACVPR Headquarters is responsible for the following:

- Provide/assist with marketing materials to assure professional AACVPR branded look and accuracy of content
- Provide online registration for the exam through the AACVPR website
- Review and process exam applications
- Collect exam payment
- Provide compensation to the affiliate organizations at the cost of $10 per candidate registered for the exam
- Notify candidates that their application has been processed and inform candidates of exam day details including a contact name and phone number of CCRP Affiliate Liaison
- Respond in timely manner (within 24 hours) to questions about exam and/or customer service inquiries
- Provide roster of exam candidates to the designated CCRP Affiliate Liaison
- Provide and securely ship all necessary exam materials to Affiliate Liaison, including exam booklets, answer sheets, proctor agreements and exam instructions
- Distribute exam results to candidates within six weeks following the exam date
- Provide certificates to passing candidates within six weeks following the exam date
- Include all passing certificants in database of CCRP certified individuals
- Provide list of affiliate exam information on the AACVPR website and in electronic communications as available

Proctor Requirements

Proctors for the CCRP exam must meet the following requirements:

- An AACVPR member in good standing
- Currently CCRP certified OR sign a waiver agreeing not to sit for the CCRP exam for a minimum of one (1) year from the exam date
  - Encourage pulmonary rehabilitation professionals to participate in proctor role
- May not be a direct supervisor for any individual sitting for the examination
- Complete AACVPR provided proctor training to be completed in a web based format as well as AACVPR CCRP Proctor Manual
- Sign Proctor Agreement form attesting to these terms and conditions

Administrative Procedures

1. Affiliates who are interested in hosting the CCRP exam are to contact the PCC Staff at the AACVPR Headquarters with the following information:
   - Date and location of the exam
   - Estimated number of individuals to sit for the exam
   - CCRP Affiliate Liaison contact

2. Requests to host an exam must be received by the PCC Staff at the AACVPR Headquarters no later than the second Friday in June for exams to be held August to December of the same year.
3. Requests will be evaluated by the PCC for approval. Affiliates will be notified that their request has been approved no later than mid-July.
4. If approved, the affiliate location and date will be added to the CCRP exam. Candidates will contact AACVPR to register for the exam at the affiliate location through the standard CCRP registration process.
5. PCC Staff will review all applications as well as communicate all exam information with candidates.

6. PCC Staff will coordinate with the CCRP Affiliate Liaison on all correspondence regarding exam day details and will keep the CCRP Affiliate Liaison informed on information communicated to candidates. Affiliate representatives should not contact candidates directly with information regarding the exam.

7. Marketing and promotion of the exam will be the responsibility of the affiliate, however, PCC staff will include the date and location of the exam on the website and electronic promotional materials for the CCRP exam as appropriate.

8. A list of registrants will be provided to the CCRP Affiliate Liaison no later than 30 days prior to the exam date. This information is to be kept confidential between the PCC Staff, the CCRP Affiliate Liaison and exam proctor(s).

9. The CCRP Affiliate Liaison is to provide the name(s) of proctors to the PCC Staff no later than 30 days prior to the exam date.

10. PCC Staff will provide proctor training to all proctors designated by affiliates. Proctor training must be completed no later than seven (7) days prior to the exam date.

11. PCC Staff will ship all exam materials to the CCRP Affiliate Liaison no later than 14 days prior to the exam date. CCRP Affiliate Liaison is to review that all materials are accounted for no later than seven (7) days prior to the exam date. If any material(s) are missing or unaccounted for, the CCRP Affiliate Liaison is to contact PCC Staff immediately.

12. On the day of the exam, the affiliate proctors will administer the exam in accordance with the AACVPR CCRP Proctor Manual that will be provided by the PCC. Proctors and CCRP Affiliate Liaison are to ensure that all exam procedures are followed and all security precautions taken.

13. CCRP Affiliate Liaison and proctors are to monitor the exam for any security violations. Violations should be reported to the PCC Staff immediately following the exam.

14. Upon conclusion of the exam, the affiliate will ship all materials to Professional Testing, Inc. for scoring at AACVPR’s expense.

15. PCC Staff will notify candidates of their exam results, no later than six weeks after the exam date.

16. PCC Staff will add the names of the new certificants to the CCRP database of certified individuals.

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<tr>
<th>Creation Date</th>
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<tr>
<td>7/14/2014</td>
<td>5/4/2015</td>
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Affiliate Exam Hosting Agreement Form

I hereby agree to abide by the policies and procedures as outlined in the “CCRP Exam Affiliate Hosting Policy.” I understand that I am solely accountable for ensuring that all responsibilities of the affiliate chapter are maintained.

I understand that failure to abide by these policies and procedures can lead to denial of request to host the CCRP exam or disciplinary actions as determined by the Professional Certification Commission.

CCRP Affiliate Liaison Name: ______________________________________________________________

CCRP Affiliate Liaison Signature: ____________________________________________________________

CCRP Affiliate Liaison Contact E-mail: ______________________________________________________

CCRP Affiliate Liaison Contact Phone: _______________________________________________________

Affiliate Chapter Name (List all chapters hosting the exam if applicable): _______________________
____________________________________________________________________________________