

173-14-10

Content and administration of the certification examinations.

- (A) The SLTCO shall develop the certification examinations. The examinations shall be fair and shall test candidates on material received through the professional development sessions provided in accordance with rule 173-14-05 of the Administrative Code. The SLTCO shall validate the examinations to the extent practicable.
- (B) The state program shall provide a review course to candidates who are eligible to take the examinations and who have been trained by the state program. The review course shall review the curriculum being tested.
- (C) The regional programs shall proctor any examination given to volunteers of their respective programs. The state program shall proctor all examinations given to paid staff of the office and volunteers of the state program.
- (D) The SLTCO shall develop procedures for scoring the examination that will protect the identity of the candidate taking the examination from the person scoring the examination. The examination shall be scored as soon as practicable. A score of seventy or higher on a one hundred point scale shall be deemed a passing score.
- (E) The SLTCO shall notify the candidate and, where appropriate, the regional program director of the pass/fail result. The SLTCO may provide a list of suggested continuing education topics to the candidate and, where appropriate, to the regional program director.
- (F) The SLTCO shall provide each candidate with an opportunity to review the candidate's examination during the ninety days following release of the candidate's test results. Once the time period for review has passed, the SLTCO shall destroy the examination papers in accordance with state records retention schedules.
- (G) A candidate who fails an examination may request technical assistance to prepare for the next examination. The state program shall be responsible for providing the technical assistance to volunteers and paid staff of the state program and paid staff of the regional programs. The regional programs may provide technical assistance to volunteers of their respective programs.

No candidate who fails an examination may retake the examination more than two times. Retakes of the examination shall be offered as soon as practicable, but both retakes must be taken within the first six months following receipt of notification that the candidate has failed the first examination.

A volunteer representative who has failed an examination and has received the required professional development may take an examination for a lower category of

representative.

No candidate who is currently certified as a representative of the office shall lose the certification status currently assigned to that representative based upon a failure on the part of that representative to pass any subsequent certification examination.

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CERTIFIED ELECTRONICALLY

Certification

11/09/2010

Date

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