

Policy

To verify the accuracy of information submitted by candidates for certification or recertification and to maintain the integrity of the certification/recertification process, HMDCB will audit 10% of randomly selected applications received for certification and 20% for recertification each year. Other applications may be audited at the discretion of HMDCB. Candidates whose applications are selected for audit will be notified via email and required to provide documentation requested. The candidate's signature on his or her Examination Application duly authorizes HMDCB to conduct such independent verification.

Candidates who fail the audit, fail to respond satisfactorily to the receipt of an audit notification, or refuse to submit to an audit will forfeit their examination fee and are subject to disciplinary action in accordance with the Misconduct Policy.

If the staff is unable to verify that the candidate meets the eligibility criteria for the examination or does verify that the candidate does not meet the eligibility criteria before the scheduled examination date, the candidate will be notified that he or she will not be allowed to take the examination.

If the staff is unable to complete the audit prior to the examination date, the candidate will be allowed to take the examination but the results will not be considered final until the audit is complete.

If the staff verifies that a candidate did not in fact meet the eligibility criteria until after the candidate has taken the examination and passed, the candidate will be notified that his or her certification has been revoked.

The staff will provide prompt notification of the results of the audit and, as appropriate, the right to reconsideration by a traceable mailing service.