

**Audit Policy**

To verify the accuracy of information submitted by candidates for recertification and to maintain the integrity of the recertification process, HMDCB will audit 10% of randomly selected applications received 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 written or electronic on his or her 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 all fees, the ability to take the annual CCP questions, assessment results, and be subject to disciplinary action in accordance with the revocation and misconduct policy. This applies to all candidates, even those who complete and pass the longitudinal assessment.

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