



**EXAMINATIONS POLICY #600-03**

**RESTRICTED PARTICIPATION IN EXAMINATION DEVELOPMENT & REVIEW**

**Effective Date: June 3, 2014**

Approved By:

**I. PURPOSE:**

The purpose of this policy is to identify individuals who are not permitted to participate in the development or review of examinations used by or on behalf of the Department of Professional and Occupational Regulation (Department) or its policy boards.

**II. POLICY STATEMENT:**

In order to ensure examination security and integrity, any individual affiliated with a regulated school, course or program shall not be permitted to participate in the development or review of examinations used by or on behalf of the Department or its policy boards.

**III. DEFINITIONS:**

Regulated school, course or program      Educational providers and curricula approved by the Department or its policy boards to qualify individuals for a license, certificate or registration.

**IV. RELATED DOCUMENTS:**      n/a

**V. GENERAL PROVISIONS:**

**A. RESTRICTED PARTICIPATION**

The following are not permitted to participate in the development or review of examinations used by or on behalf of the Department or its policy boards:

1. Owners or employees of a regulated school, course or program, including instructors;
2. Instructors currently regulated by the Department or one of its policy boards;
3. Individuals with a contractual relationship with a regulated school, course or program;
4. Anyone disciplined by a regulatory board or agency in any jurisdiction for violation of laws and regulations related to educational services or activities; or
5. Individuals convicted of a felony or misdemeanor related to educational services or activities.

**B. WAIVER OF RESTRICTION**

The Director of the Department may, in his sole discretion, waive the restrictions stated in this policy for good cause shown, which said cause shall be stated in writing and retained on file.