



ISFCE Certified Computer Examiner (CCE)® Certification Time to Complete and Extension Policy 2.5

1.0 CCE Certification Process Time to Complete and Extension Policy

- 1.1 Each CCE candidate will be given 90 days to complete the certification testing process. All 4 components of the CCE exam (online test and three practical examinations) must be completed within the 90 day time period for certification consideration.
- 1.2 The 90 days will begin on the date that the candidate is emailed the practical examination and assessor information (second ISFCE Welcome Message).
- 1.3 If during the 90 day certification period, the CCE candidate has valid reason to request an extension of time to complete the certification process, the candidate must request, in writing, this extension from his or her certification assessor and include a detailed explanation of circumstances that necessitate the extension request.
 - 1.3.1 The extension request must be made by the candidate before the original 90-day certification time period expires.
 - 1.3.2 The assessor will use his or her discretion based on the circumstances surrounding the extension request and grant an extension of no longer than an additional 90 days to complete the certification process.
 - 1.3.3 If approved, the extension will be granted in 30 day increments (30, 60, or 90 day extension) and the extension will not exceed 90.
- 1.4 If the candidate has reason to request an extension of time to complete the certification process and has not yet begun the practical exam portion of the certification testing process, the certification process may be suspended and begun again within 90 days without penalty.



- 1.5 This suspension request must be made by the candidate, in writing to his or her assessor before the original 90-day certification period expires and the assessor may approve the suspension of the certification process.
- 1.6 The candidate must then contact the monitor again within 90 days of suspending the certification process to reinstate the certification process and will be given 90 days to complete the certification process.
- 1.7 After the initial extension is granted to a candidate, no further extensions will be granted to the CCE candidate.
- 1.8 If the candidate does not complete the certification process during the original 90 day time period or if granted, the maximum 90-day extension, the candidate must pay the retake registration fee and begin the certification process over again.

2.0 CCE Recertification Process Time to Complete and Extension Policy

- 2.1 Each CCE recertification candidate will be given a grace period of 6 months to initiate the CCE recertification process for the current recertification registration fee.
- 2.2 The 6-month grace period will begin the date the latest certification expires.
- 2.3 After the recertification is initiated through payment of the registration fee, the recertification candidate will be given 60 days to complete the recertification testing.
- 2.4 If during the 60 day recertification period the CCE recertification candidate has valid reason to request an extension of time to complete the recertification process, the candidate must request, in writing, this extension from his or her recertification monitor.
 - 2.4.1 The extension request must be made before the original 60-day recertification time period expires and include a detailed explanation of circumstances that necessitate the extension request.
 - 2.4.2 The monitor will use his or her discretion based on the circumstances surrounding the extension request and grant an extension of no longer than an additional 30 days to complete the certification process. If approved, the extension will be granted for either 15 or 30 days.
 - 2.4.3 No further extensions will be granted to the CCE recertification candidate.



2.5 If the candidate does not complete the recertification process during the original 60-day time period or the maximum 30-day extension, the candidate must pay the retake registration fee and begin the certification process over again.

2.6 During this time between the candidates failed recertification attempt and successfully completing the certification process again from the beginning, the former CCE may not represent him or herself as a Certified Computer Examiner.

