



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 3 components of the CCE exam (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, the candidate must then request, in writing, this extension from his or her assigned assessor and include a detailed explanation of circumstances that necessitate the 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 if approved, grant a maximum extension of 90 days to complete the certification process.
 - 1.3.3 An extension to the practical examination testing period provides additional time that begins on the original end date. The date that the candidate receives notice of this extension is not relevant.
 - 1.3.4 After the initial extension is granted to a CCE candidate, no further extensions will be granted.
- 1.4 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 will be marked as “DNF”. This is equivalent to a failure of the testing process and immediately ends the attempt at certification.



2.0 CCE Recertification Process Time to Complete and Extension Policy

- 2.1 Each CCE recertification candidate will be given a grace period of six (6) months to initiate the CCE recertification process, provide application, acceptable payment, achieve acceptance into the recertification process and complete the recertification practical examination if necessary.
- 2.2 The six (6) month grace period will begin on the certification anniversary date.
- 2.3 Original certification date and the certification anniversary date are the same and based on the original date of certification. This certification date does not change even though a subsequent recertification date may be different.
- 2.4 After the recertification is initiated through payment of the registration fee, the recertification candidate will be given 60 days OR the remainder of his or her grace period to complete the recertification testing, whichever is shorter.
- 2.5 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.
 - 2.5.1 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.
 - 2.5.2 The assessor will use his or her discretion based on the circumstances surrounding the extension request and if approved, grant an extension of an additional 30 days to complete the certification process.
 - 2.5.3 No further extensions will be granted to the CCE recertification candidate.
- 2.6 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.
- 2.7 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 (CCE).

