

CETA National Board of Testing Policies for the **Registered Certification Professional Credentials**

Original Document Approved by the CETA Board of Directors on August 6, 2015

*Current Version Approved by the CETA Board of Directors on **November 9, 2022***

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SECTION 1.0 CERTIFICATION CRITERIA

1.1 The *Registered Certification Professional* (RCP) credentialing program is designed to ensure that the credential holders possess the fundamental knowledge required to evaluate a controlled environment as functioning properly and within required industry standards and/or facility protocols. A candidate will be required to demonstrate an understanding of:

- international standards
- good documentation practices
- industry recognized guidance documents
- proper use of equipment and procedures for evaluating the performance of controlled environments

A list of Reference Materials for the chosen exam can be found on the respective webpage page of the CETA website.

1.2 Certification as a *Registered Certification Professional* requires successful completion of:

- A Multiple Choice Examination.
- A Written Practical Examination.

1.3 CNBT Credentials for *Registered Certification Professionals* shall be valid for a period of sixty months (5 years) from the date of successful completion of both the Multiple Choice and Written Practical exams. Credentials will be become effective on either January 1st or July 1st and will be determined by the date an examinee successfully completes the examination process.

1.4 A CNBT credentialed individual will be responsible to report to the CNBT Executive Committee any criminal or negligent behavior if that behavior affects laboratory personnel, patient care and/or public safety. The CNBT Executive committee reserves the right and authority to implement disciplinary action deemed appropriate, including revocation of credentials.

1.5 A CNBT credentialed individual is required to use their credentials in a professional and responsible manner.

1.5.1 CNBT issues a trademarked certificate and a trademarked stamp for each of the three Registered disciplines, Sterile Compounding Facility Testing, Cleanroom Testing and Fume Hood Testing. The certificate and stamp will bear the name of the Registered Certified Professional, title of the applicable discipline and the expiration date of the credentials.

1.5.1.1 Each certificate and stamp is discipline specific. A CNBT certificate or stamp may not be used by a Registered Certified Professional to validate work in a discipline other than what is signified on the certificate or stamp itself or for a co-worker's work not directly supervised in-situ.

1.5.1.2 Expired certificates and stamps may not be used for any purpose.

1.5.1.3 CNBT certificates and stamps are registered trademarks of CNBT and cannot be used by the Registered Certified Professional's company without the consent of the Registered Certified Professional whose name it bears.

SECTION 2.0 ELIGIBILITY and APPLICATION PROCEDURE

Eligibility Requirements

2.1 Work experience does not guarantee an applicant's ability to prove competence but does provide an individual with exposure to specific equipment, regulations, guidelines and best practices.

2.1.1 Ideally an examinee should have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification to have a reasonable chance of success.

2.2 CETA National Board of Testing reserves the right to reject any applicant.

Application Submittal

2.3 Applications can be completed online at the CNBT website at:

<http://cetainternational.org/about-exams>

An applicant may request an application be mailed by contacting the CETA Headquarters via email at 'info@cetainternational.org'.

2.4 An application may be submitted electronically upon completion and all supporting documentation must be received by the CETA National Board of Testing at 230 Washington Avenue Ext., Suite 101, Albany, NY 12203, either electronically or by hard copy, before the application deadline for that examination cycle.

- 2.4.1 It is the responsibility of the applicant to meet the application deadline. CETA National Board of Testing cannot be responsible for misdirected mail, lost mail, or other possible scenarios beyond the control of the CNBT.
 - 2.4.2 Late applications may not be accepted by the CNBT Administrator due to the lack of available **examinee** space.
 - 2.4.3 A late fee ([as published in the fee schedule](#)), will be levied against all applications submitted after the published application deadline for that exam cycle.
 - 2.4.4 **Incomplete** applications cannot be considered. The applicant will be notified of the reason(s) that their application is considered incomplete. The applicant will remain responsible for complying with all application requirements including completion of the application by the deadline. Any application that is not complete by the application deadline will be declared void and the CNBT Administrator will notify the applicant that they have been withdrawn from the application process.
 - 2.4.5 If the re-submission of an application extends the application beyond the application deadline, then the applicant may not be eligible for the ensuing examination and a late fee ([as published in the fee schedule](#)), as per 2.4.3, may apply. Subsequent examinations will have their own application processes and fee schedules.
- 2.5 Payment should accompany the application submission, if not then payment **must** be completed on or before the application deadline of the examination for which the fee is being submitted.
- 2.5.1 If any payment is returned, either by a bank or other financial institution, the applicant will be ruled ineligible for the examination and a returned payment fee ([as published in the fee schedule](#)) will be charged, plus any additional penalties incurred by CNBT.
- 2.6 A completed application must include the following:
- 2.6.1 Original application form with all sections completed and any supporting documents.
 - 2.6.2 The applicant's legal signature on the application attesting to the completeness and correctness of all information and documentation being submitted and signifying their willingness to abide by the governance of the CETA National Board of Testing.

Application Withdrawal

- 2.7 Any examination applicant may withdraw from the examination process by notifying CNBT in writing (or by email at info@cetainternational.org), which must be received by CNBT at 230 Washington Avenue Ext., Suite 101, Albany, NY 12203 on or before the application withdrawal deadline, defined as the registration close date.
- 2.7.1 Any examination applicant who voluntarily withdraws their application for an examination before the deadline, may receive a refund of their application fee minus a processing fee ([as published in the fee schedule](#)).
- 2.7.2 Any examination applicant who voluntarily withdraws an application for an examination before the deadline, may re-submit their application for any subsequent examination. Subsequent examinations will have their own application processes, fee schedules, rules and regulations.
- 2.7.3 If the applicant cannot attend the scheduled examination after the withdrawal deadline; the applicant can, by notifying CNBT in writing (or by email at info@cetainternational.org), apply all application fees to the next examination cycle, a late fee as per 2.4.3 may apply.
- 2.8 Any examination applicant not present at the scheduled time of the exam administration will forfeit all fees.
- 2.9 If for any reason, the CNBT Administrator and/or proctor is unable to start, administer or complete the scheduled test cycle, immediate provisions will be administered for an expedient and successful completion of that test cycle.

SECTION 3.0 EXAMINATION AND PERFORMANCE CRITERIA

General

- 3.1 The content of the Multiple Choice and Written Practical examinations shall be derived directly from the current CNBT Blueprints based on the *Job Task Analysis* of each discipline.
- 3.2 A Multiple-Choice exam will be permitted a maximum of two- and one-half (2.5) hours for completion.
- 3.3 A Written Practical exam will be permitted a maximum of three hours (3.0) for completion. Each written practical exam's final grade is based on the statistical analysis of three individual **Written Practical Examiners (WPE)**.
- 3.4 All examination(s) shall be administered by a CNBT approved proctor(s).
- 3.5 If English is an examinee's second language or if an examinee has a documented learning disability, a written request to the CNBT Administrator can be filed requesting a copy of the CNBT Standard Operating Procedure (SOP) for meeting the American Disabilities Act (ADA) requests for all exams, Multiple Choice and/or Written Practical.

Registered Certification Professional Disciplines

3.6 Sterile Compounding Facilities

- 3.6.1 The Sterile Compounding Facilities **Multiple Choice** examination shall consist of one hundred thirty (130) multiple choice questions graded for pass/fail. When deemed necessary an exam may have as many as ten (10) additional questions for piloting, that will not count towards the final grade, increasing the total exam content to as many as one hundred and forty (140) questions. This is a closed book examination.
- 3.6.2 The Sterile Compounding Facilities **Multiple Choice** passing grade is targeted to be 82%, or 106 of the 130 scored items, based on Sterile Compounding Facilities DACUM SME Angoff ratings.
- 3.6.3 The Sterile Compounding Facilities **Written Practical** examination shall consist of forty-five (45) essay questions graded for pass/fail. When deemed necessary an exam may have as many as seven (7) additional questions for piloting, increasing the total exam content to as many as fifty-two (52) questions. This is a closed book examination.
- 3.6.4 The Sterile Compounding Facilities **Written Practical** exam passing grade is targeted to be 3.050 on a scale of 0.000 to 4.000 points, based on Sterile Compounding Facilities DACUM SME Angoff ratings.

3.7 Fume Hood (ASHRAE 110 Testing)

- 3.7.1 The Fume Hood **Multiple Choice** examination shall consist of one hundred (100) multiple choice questions graded for pass/fail. This is a closed book examination.
- 3.7.2 The Fume Hood **Multiple Choice** exam passing grade is targeted to be 60%, or 60 of the 100 items, based the Fume Hood DACUM SME Angoff ratings
- 3.7.3 The Fume Hood **Written Practical** portion of the combined examination shall consist of thirty (30) questions graded using a zero (0) to four (4) point scale. This is a closed book examination.
- 3.7.4 The Fume Hood **Written Practical** exam passing grade is targeted to be 2.63 on a scale of 0.000 to 4.000 points, based on Fume Hood DACUM SME Angoff ratings.

3.8. Cleanroom Testing

- 3.8.1 The Cleanroom Testing **Multiple Choice** examination shall consist of one hundred thirty (130) multiple choice questions graded for pass/fail. When deemed necessary an exam may have as many as ten (10) additional questions for piloting, that will not count towards the final grade, increasing the total exam content to as many as one hundred and forty (140) questions. This is a closed book examination.
- 3.8.2 The Cleanroom Testing **Multiple Choice** passing grade is targeted to be 70%, or 91 of 130 scored items, based on Cleanroom Testing DACUM SME Angoff ratings.
- 3.8.3 The Cleanroom Testing **Written Practical** examination shall consist of at least forty (40) essay questions graded for pass/fail. When deemed necessary an exam may have as many as seven (7) additional questions for piloting that will not count towards the final grade, increasing the total exam content to as many as forty-seven (47) questions. This is a closed book examination.
- 3.8.4 The Cleanroom Testing **Written Practical** exam passing grade is targeted to be 2.76 on a scale of 0.000 to 4.000 points, based on Cleanroom Testing DACUM SME Angoff ratings.

SECTION 4.0 RE-CERTIFICATION CRITERIA

- 4.1 A current credentialed individual, in good standing with the CNBT committee, can extend their current credentials for an additional 60 months (5 years) by completing the following requirements:
 - 4.1.1 Attend a minimum of three (3) CETA Annual Meetings over the five (5) year period of the current credential.
 - 4.1.1.1 If the requirement of 4.1.1 is not met, successful completion of **both** the Multiple Choice (MC) **and** (WP) Written Practical will be required to remain certified.
 - 4.1.2 Apply for and pass the CNBT Multiple Choice (MC) exam for the intended discipline, before the end of their 60th month (5 years) anniversary date.
 - 4.1.2.1 Should a re-certifying applicant fail to successfully pass the Multiple Choice (MC) exam, they will be required to re-apply for and successfully complete **both** the Multiple Choice (MC) **and** Written Practical (WP) exams
- 4.2 An individual's credential will expire on the last day of the 60th month (5 years) after issuance and their active listing of their credential will be removed from the CNBT website, unless the requirements of 4.1 are successfully completed.
- 4.3 Once an individual's credential has expired there will be a 120-day grace period, to allow for scheduling difficulties, in which the lapsed credential can be reinstated by scheduling and successfully passing the Multiple-Choice exam and submitting a onetime administrative fee of \$500, or \$250 if the time lapse is held to less than 60 days.

SECTION 5.0 RE-EXAMINATION CRITERIA

- 5.1 Failure of a Multiple-Choice examination by the criteria cited under Section 3.6.2, 3.7.2 or 3.8.2 shall require re-examination on the entire Multiple-Choice examination.
- 5.2 Failure of a Written Practical examination by the criteria cited under Section 3.6.4, 3.7.4 or 3.8.4 shall require re-examination of the entire Written Practical examination.
- 5.3 When an applicant successfully passes only one of the two required examinations, the passing test result will remain effective for an 18-month period. During that 18-month period, the applicant must pass the remaining exam in no more than 3 attempts. Failure to pass both examinations within an 18-month window will result in the accreditation process concluding. Said applicant will need to complete a new application request as per Section 2.0 to continue.

SECTION 6.0 CNBT EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

- 6.1 CNBT Executive committee shall consist of three (3) to five (5) Subject Matter Experts (SME) appointed by the CNBT Administrator and approved by the CETA Board of Directors.
- 6.2 CNBT Executive committee shall approve the Subject Matter Experts (SME).
- 6.3 CNBT Executive committee shall approve the Written Practical Examiners.
- 6.4 CNBT Executive committee shall oversee and monitor facilities to conduct examination sessions for *Registered Certification Professional exams administrations*.
- 6.5 CNBT Executive committee shall oversee the administration of certifying examinees that satisfied the accreditation requirements.
- 6.6 CNBT Executive committee shall oversee the administration of issuing certification credentials by mail to successful examinees.

SECTION 7.0 SUBJECT MATTER EXPERT (SME) ITEM WRITER CRITERIA

7.1 A Subject Matter Expert item writer shall as a minimum:

7.1.1. Have five (5) years of experience in the controlled environment certification profession verified by documented industry recognition and leadership.

7.1.2. Complete and submit a signed SME application on an approved CNBT application form, with an attached CV or resume, for review and approval.

7.1.3. Sign a conflict-of-interest statement and affidavit of confidentiality.

7.1.4. Have access to all reference materials on the examination's approved reference list.

7.1.5. Be willing to donate time spent working for CNBT with employer consent.

7.1.6. Accept a requirement to periodically develop quality test items.

7.1.7. Be available to attend item writing workshops, meeting at various locations within the United States.

7.2 CNBT Executive Committee will require a majority agreement to approve the SME item writers provided all of the conditions in Section 7.1 are deemed to be satisfied.

7.3 The length of service for an individual SME shall be based on the continuing ability of that individual to contribute to the knowledge assignment, determined by the majority agreement of the CNBT Executive Committee.

7.4 Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3rd party educational program that is designed and developed to provide specific preparation of the student for a specific CNBT exam that individual **can** item write and participate in item bank improvements as a Subject Matter Expert pertaining to that discipline. The CNBT Executive Committee will be responsible for determining if an educational program, or the individual, meets the criteria.

7.5 Any SME, recommended for removal by the CNBT Executive Committee, can be removed with a majority vote of the CETA Board of Directors

SECTION 8.0 WRITTEN PRACTICAL EXAMINER (WPE) CRITERIA

- 8.1 A Written Practical Examiner shall as a minimum:
- 8.1.1. Have eight (8) years of experience in the controlled environment certification profession verified by documented industry recognition and leadership.
 - 8.1.2 Submit a completed and signed WPE application on an approved CNBT application form with an attached CV or résumé for review and approval.
 - 8.1.3 Sign a conflict-of-interest statement and affidavit of confidentiality
 - 8.1.4 Be willing to travel, at the expense of CNBT, and receive compensation for grading with employer consent.
- 8.2 CNBT Executive Committee will require a majority agreement to approve all Written Practical Examiners, provided all the conditions in Section 8.1 are deemed to be satisfied.
- 8.3 All Written Practical Examiners shall be expected to maintain the integrity and guarded nature of the item bank during all examination grading sessions.
- 8.4 Any Written Practical Examiners that could have a possible conflicting interest such as, but not limited to, an examinee currently:
- employed in the same organization or
 - employed by a customer/client,
- shall be excused from any grading responsibilities for that examinee.

- 8.5 A Written Practical Examiner will be required to successfully complete the Written Practical Examiner training process, which includes:
- 8.5.1 Examiner correlation evaluation/exercise shall consist of questions scoring from 0 to 4 for the purpose of standardization and
 - 8.5.2 Participate in a full grading session, considered a dry run that does not impact the examinees overall scoring, in order to establish correlation compatibility for the WPE under consideration.
- 8.6 Written Practical Examiners are not allowed to define terms or interpret examination questions for the examinees or discuss the exam afterwards at any time with any examinees.
- 8.7 Written Practical Examiners will grade performance based on the CNBT ideal answer sheets and the scoring rubric.
- 8.8 The length of service for a Written Practical Examiner shall be determined by the continuing ability of the individual to grade fairly and maintain an acceptable correlation with other graders, determined by the majority agreement of the CNBT Executive Committee.
- 8.9 Written Practical Examiners will be compensated per established rates as designated by CNBT Executive Committee and approved by the CETA Board of Directors.
- 8.10 Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3rd party educational program that is designed and developed to provide specific preparation of the student for a specific CNBT exam; that individual **cannot** grade any cycle of exams, pertaining to that discipline, as a Written Practical Examiner. The CNBT Executive Committee will be responsible for determining if an educational program, or the individual, meets the criteria.
- 8.11 Written Practical Examiners can be removed with a majority vote of the CNBT Executive Committee.

SECTION 9.0 DEFINITIONS

Angoff Rating

The passing grade of a test can't be decided arbitrarily; it must be justified with empirical data. The Angoff method relies on subject-matter experts (SMEs) who examine the content of each test question (item) and then predict how many minimally qualified candidates would answer the item correctly. The average of the judges' predictions for a test question becomes its *predicted difficulty*. The sum of the predicted difficulty values for each item averaged across the judges and items on a test is the recommended Angoff cut score.

Examiner

A subject-matter expert who sets or marks an examination.

DACUM

Developing a **Curriculum** is a process that incorporates the use of a focus group in a facilitated storyboarding process to capture the major duties and related tasks included in an occupation, as well as the necessary knowledge, skills, and traits. This cost-effective method provides a quick and thorough analysis of any job.

SME

A **subject-matter expert (SME)** is a person who has accumulated great knowledge in a particular field or topic and this level of knowledge is demonstrated by the person's degree, licensure, and/or through years of professional experience with the subject. The term is used when developing materials about a topic (a book, an examination, a manual, etc.), and expertise on the topic is needed by the personnel developing the material.

SECTION 10.0 CNBT POLICY CHANGE LOG
Pending – Approved by the CNBT Executive Committee
Completed – Approved by the CETA Board of Directors

Revision	Date	Section	Original Version	Revised Version	Status/Date
000	11 July 2015	N/A	New Document Created	N/A	Completed 06 Aug 2015
001	16 Jan 2016	2.8	An applicant will have been employed in the field for a minimum of two (2) years as a controlled environment certification technician by the time of testing.	Time of service does not guarantee an applicant's ability to prove competence but does provide an individual with exposure to specific equipment, regulations, guidelines and best practices. An ideal candidate must have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification (customarily two (2) years).	Completed 16 Feb 2016
002	16 Jan 2016	2.8.1.1	signed certification reports proving active employment in the controlled environment certification industry for a minimum of two (2) years,	signed certification reports proving active employment in the controlled environment certification industry	Completed 16 Feb 2016
003	16 Jan 2016	2.8.1.3	other approved proofs of active participation in controlled environment certification activities for a minimum of two (2) years may be considered.	other approved proofs of active participation in controlled environment certification activities may be considered.	Completed 16 Feb 2016
004	16 Jan 2016	4.1	A current credentialed individual, in good standing with the CNBT committee, can extend their current credentials for an additional 5 years by completing all of the following requirements:	A current credentialed individual, in good standing with the CNBT committee, can extend their current credentials for an additional 60 months (5 yrs) by completing all of the following requirements	Completed 16 Feb 2016
005	16 Jan 2016	4.1.1	Apply for and pass the CNBT Multiple Choice exam, before the end of their fifth year anniversary date.	Apply for and pass the CNBT Multiple Choice (MC) exam, before the end of their 60 th month (5yr) anniversary date.	Completed 16 Feb 2016
006	16Jan 2016	4.2	Individual accreditations will expire at the end of 5th calendar year, unless the requirements of 4.1 are successfully completed	An individual's accreditation will expire on the last day of the 60 th month (5 yrs) after issuance, unless the requirements of 4.1 are successfully completed	Completed 16 Feb 2016
007	28 March 2016	3.1	The content of the Multiple Choice and Written Practical examinations shall be derived directly from the CNBT Blueprint based on the Job Task Analysis	The content of the Multiple Choice and Written Practical examinations shall be derived directly from the current CNBT Sterile Compounding Facilities Blueprint based on the Job Task Analysis	Completed 30 Jul 2016

Revision	Date	Section	Original Version	Revised Version	Status/Date
008	28 March 2016	3.3	The Multiple Choice examination shall consist of approximately one hundred and thirty (130) questions	The Multiple Choice examination shall consist of one hundred and thirty (130) multiple choice questions graded for pass/fail. When deemed necessary an exam may have as many as ten (10) additional questions for piloting, increasing the total exam content to as many as one hundred and forty (140) questions	Completed 30 Jul 2016
009	28 March 2016	3.5	The Multiple Choice passing grade is 83%	The Multiple Choice passing grade is targeted to be 83%, based on previous exam cycles	Completed 30 Jul 2016
010	28 March 2016	3.6	The Written Practical examination shall consist of approximately fifty [50] essay questions.	The Written Practical examination shall consist of forty-five (45) essay questions graded for pass/fail. When deemed necessary an exam may have as many as five (5) additional questions for piloting, increasing the total exam content to as many as fifty (50) questions.	Completed 30 Jul 2016
011	28 March 2016	3.8	The Written Practical exam passing grade is 3.05 on a scale of 0 to 4 points.	The Written Practical exam passing grade is targeted to be 3.050 on a scale of 0.000 to 4.000 points, based on previous exam cycles	Completed 30 Jul 2016
012	28 March 2016	7.4	New addition, original 7.4 changed to 7.5	Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3rd party educational program that is designed and developed to provide specific preparation of the student for the CNBT Sterile Compounding Facilities exam; that individual cannot item write as an SCF Subject Matter Expert for any cycle of SCF exams. The CNBT Committee will be responsible for determining if an educational program, or the individual, meets the criteria.	Completed 30 Jul 2016
013	28 March 2016	8.10	Written Practical Examiners shall not engage in consultation in reviewing examinations or participating in any educational programs designed, in whole or in part, as preparation for the CNBT examination process	Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3rd party educational program that is designed and developed to provide specific preparation of the student for the CNBT Sterile Compounding Facilities exam; that individual cannot grade any cycle of SCF exams as a WP Examiner. The CNBT Committee will be responsible for determining if an educational program, or the individual, meets the criteria.	Completed 30 Jul 2016
014	28 March 2016	9.0	Section 9: Examination Proctor Criteria added to document		Completed 30 Jul 2016
015	28 March 2016	10.0	Section 10: CNBT Policy Change Log added to document		Completed 30 Jul 2016
016	15 April 2016	2.4	Mail the completed application and supporting documents to CETA National Board of Testing, 1500 Sunday Drive , Suite 102 , Raleigh, NC 27607.	Mail the completed application and supporting documents to CEA National Board of Testing, 3801 Lake Boone Trail , Suite 190 , Raleigh, NC 27607.	Completed 30 Jul 2016

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017	15 April 2016	2.6	All requisite materials must be received by CETA National Board of Testing, 1500 Sunday Drive , Suite 102 , Raleigh, NC 27607	All requisite materials must be received by CETA National Board of Testing, 3801 Lake Boone Trail , Suite 190 , Raleigh, NC 27607.	Completed 30 Jul 2016
018	15 April 2016	2.10	Any examination applicant may withdraw from the examination process by notifying CNBT in writing which must be received by CNBT at 1500 Sunday Drive , Suite 102 , Raleigh, NC 27607 on or before the application withdrawal deadline.	Any examination applicant may withdraw from the examination process by notifying CNBT in writing which must be received by CNBT at 3801 Lake Boone Trail , Suite 190 , Raleigh, NC 27607 on or before the application withdrawal deadline.	Completed 30 Jul 2016
019	30 July 2016	8.4	conflicting interest such as, but not limited to, an examinee: - employed in the same organization, - employed by a customer/client, or - working for a competitor ,	conflicting interest such as, but not limited to, an examinee currently: - employed in the same organization, - employed by a customer/client, or	Completed 30 Jul 2016
020	1 August 2016	2.3.2.1	signed certification reports proving active employment in the field for a minimum of two (2) years , or	signed certification reports proving active employment in the field, or	Completed 20 April 2017
021	1 August 2016	2.3.2.2	other approved proof of active participation in sterile compounding facility certification activities for a minimum of two (2) years .	other approved proof of active participation in sterile compounding facility certification activities.	Completed 20 April 2017
022	6 Feb 2017	5.0 & 6.0	other approved proof of active participation in sterile compounding facility certification activities for a minimum of two (2) years .	other approved proof of active participation in sterile compounding facility certification activities.	Completed 20 April 2017
023	6 Feb 2017	2.2	received by CETA National Board of Testing no later than the application deadline for that examination cycle.	received by CETA National Board of Testing at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607 before the application deadline for that examination cycle.	Completed 20 April 2017
024	6 Feb 2017	2.2.1 thru 2.2.5	Referral of original document is suggested, edits were structural	Any requirements associated with applications was placed as subparts in 2.2	Completed 20 April 2017
025	6 Feb 2017	2.3 thru 2.3.1	Referral of original document is suggested, edits were structural	Any requirements associated with payments was placed in 2.3	Completed 20 April 2017
026	6 Feb 2017	2.4 thru 2.4.3	Referral of original document is suggested, edits were structural	Any requirements associated with validating an application was placed in 2.4 Also removed duplicated requirements asked for in 2.5	Completed 20 April 2017
027	6 Feb 2017	2.9	2.9 CETA National Board of Testing...	2.6 CETA National Board of Testing...	Completed 20 April 2017
028	6 Feb 2017	2.10	Application Withdrawal 2.10 Any examination applicant	Application Withdrawal 2.7 Any examination applicant	Completed 20 April 2017
029	6 Feb 2017	2.11	2.11 ...examination may receive a refund...	2.7.1 ...examination before the deadline , may receive a refund	Completed 20 April 2017
030	6 Feb 2017	2.12	2.12 ... examination may apply in full for any subsequent examination	2.7.2 ... examination before the deadline , may submit their application for any subsequent examination	Completed 20 April 2017
031	6 Feb 2017	2.13	2.13 Any examination applicant not	2.8 Any examination applicant not	Completed 20 April 2017
032	6 Feb 2017	2.14	2.14 ...scheduled examination and it is after the withdrawal deadline, next examination cycle and a late fee, as per 2.3.5 , may apply.	2.7.3 ...scheduled examination after the withdrawal deadline, next examination cycle a late fee, as per 2.2.3 , may apply.	Completed 20 April 2017
033	6 Feb 2017	2.15	2.15 If for any reason, the CNBT	2.9 If for any reason, the CNBT	Completed 20 April 2017

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034	27 Feb 2017	2.1	Applications may be downloaded from the CNBT website at...and printed to fulfill the requirement that all applications must be in hardcopy form.	Applications can be completed online at the CNBT website at...	Completed 20 April 2017
035	27 Feb 2017	2.2	An application must be completed and all supporting documentation...	An application may be submitted electronically upon completion and all supporting documentation...	Completed 20 April 2017
036	27 Feb 2017	2.4.1	Hardcopy original application form with all sections completed.	Original application form with all sections completed and any supporting documents.	Completed 20 April 2017
037	27 Feb 2017	2.8	Work Experience 2.8 Time of service does...	Eligibility Requirements 2.5 Time of service does...	Completed 20 April 2017
038	1 May 2017	2.7	... by notifying CNBT in writing, which must...	... by notifying CNBT in writing (or by email at info@cetainternational.org), which must...	Completed 30 June 2017
039	30 June 2017	general	Registered Cleanroom Certified Professional	Registered Certified Professional	Completed 30 June 2017
040	17 July 2017	1.1	for compliance with the following documents	for compliance with industry recognized guidance documents listed on the Sterile Compounding Facilities/Fume Hoods/Cleanroom Testing page of the CNBT website:	Completed 12 Jan 2018
041	12 Jan 2018	1.1	USP <797>, <1116> CETA CAG-003-2006. CETA CAG-002, 005, 008, 009 ISO 14644-1, 2, 3, 4 ISO 14698-1, 2, IEST-RP-CC001, 002, 006, 013, 014, 34 ASHRAE 110 SEFA 1 ANSI Z9.5 ACGIH Industrial Ventilation OSHA 29 CFR 1910.1200	Reference documents not listed in Policies	Completed 12 Jan 2018
042	29 March 2018	3.7	A maximum of two and one half hours (2.5) shall be permitted for completion of the Written Practical examination.	A maximum of three hours (3.0) shall be permitted for completion of the Written Practical examination.	Completed 2 April 2018
043	15 March 2018	2.5	2.5 An ideal candidate must have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification (customarily two (2) years).	2.5.1 Ideally an examinee should have sufficient work experience to demonstrate expertise and a thorough understanding of controlled environment certification to have a reasonable chance of success.	Completed 12 April 2018
044	15 March 2018	2.6	Applicants shall provide proof of employment by either: 2.5.1.1 signed certification reports proving active employment in the controlled environment certification industry, or 2.5.1.2 a signed employment verification letter which shall include, -employment hire date -years which the applicant has worked in the industry -applicant's job responsibilities -signature of the applicant's supervisor printed on letterhead	Replaced with: 2.5.2 A Non-Member of CETA will need to provide documentation, in the form of a signed letter on corporate letterhead of active interest in controlled environment certification, describing current job responsibilities and other activities to be considered.	Completed 12 April 2018

Revision	Date	Section	Original Version	Revised Version	Status/Date
045	15 March 2018	2.5.1.3	other approved proofs of active participation in controlled environment certification activities may be considered.	Removed from document in it's entirety	Completed 12 April 2018
046	15 March 2018	2.6	CETA National Board of Testing reserves the right to reject submitted work experience of any applicant that cannot be verified.	CETA National Board of Testing reserves the right to reject any applicant that cannot be verified.	Completed 12 April 2018
047	11 April 2018	3.6	... an exam may have as many as five (5) additional questions for piloting, increasing the total exam content to as many as fifty (50) questions.	... an exam may have as many as seven (7) additional questions for piloting, increasing the total exam content to as many as fifty-two (52) questions.	Completed 12 April 2018
048	14 July 2018	8.6	Examiners, while proctoring an exam, are not allowed to....afterwards with any examinees.	Examiners are not allowed to....afterwards at anytime with any examinees.	Completed 14 July 2018
049	25 January 2019	4.2	An individual's accreditation will expire on the last day of the 60 th month (5 yrs) after issuance unless the requirements of 4.1 are successfully completed.	An individual's accreditation will expire on the last day of the 60 th month (5 yrs) after issuance and their active listing of accreditation will be removed from the CNBT website, unless the requirements of 4.1 are successfully completed.	Completed 25 Feb 2019
050	25 January 2019	4.3	New Section 4.3 added to cover lapses original 4.3 changed to 4.4	Once an individual's accreditation has expired there will be a 120 day grace period, to allow for scheduling difficulties, in which the lapsed accreditation can be reinstated by scheduling and successfully passing the Multiple Choice exam and submitting a one time administrative fee of \$500, or \$250 if the time lapse is held to less than 60 days.	Completed 25 Feb 2019
051	2 April 2019	1.5	New Section 1.5 added to cover proper use of credentials	A CNBT credentialed individual is required to use their credentials in a professional and responsible manner...	Completed 11 April 2019
052	30 October 2019	3.3	New Section 3.3 added to cover accommodations for English as a second language	If English is an examinee's second language, a written request to CNBT can be filed with the Administrator requesting an additional time allotment of 30-minutes for each exam, Multiple Choice and Written Practical.	Completed 6 Jan 2020
053	17February 2020	2.2 & 2.7	3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607	701 Exposition Place, Suite 206, Raleigh, NC 27615	Completed 8 April 2020
054	7 July 2020	2.7	withdrawal deadline.	withdrawal deadline, defined as the registration close date.	Completed 21 Jan 2021
055	17 July 2022	NA	New document created	All three policies were consolidated into one document with updated mailing address, new ADA guidance, removal of 10-year WP exam requirement, the Proctor Criteria Section 9.0 was removed and a Definition Section 9.0 was added.	Completed 9 Nov 2022

