

# **CETA National Board of Testing Policies for the Registered Cleanroom Certification Professional – Sterile Compounding Facilities Certification**

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

*Current Version Approved by the CETA Board of Directors on **April 20, 2017***

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## SECTION 1.0 CERTIFICATION CRITERIA

1.1 The Registered Cleanroom Certification Professional – Sterile Compounding Facilities Certification program includes categories that will test the certifier's competency in sterile compounding facility certification for compliance with the following documents:

- USP <797>
- USP <1116>
- CETA CAG-002
- CETA CAG-003-2006.
- CETA CAG-005
- CETA CAG 008
- CETA CAG-009
- ISO 14644-1, 2, 3, 4
- ISO 14698-1, 2,
- IEST-RP-CC001, 002, 006, 013, 014, 034

1.2 Certification as a *Registered Cleanroom Certification Professional – Sterile Compounding Facilities* requires:

1.2.1. Successful completion of the Multiple Choice Examination and

1.2.2. Successful demonstration of certification skills through a Written Practical Examination.

1.3 CNBT Certification for *Registered Cleanroom Certification Professional – Sterile Compounding Facilities* shall be valid for a period of five [5] years from the date of successful completion of both the Multiple Choice and Written Practical exams, to be issued either January 1<sup>st</sup> or July 1<sup>st</sup>.

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 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.

## SECTION 2.0      APPLICATION PROCEDURE

### *Application Submittal*

- 2.1. Applications can be completed online at the CNBT website at:  
<http://www.cetainternational.org/about-exams>  
An applicant may request a hard copy application be mailed by contacting the CETA Headquarters.
  
- 2.2 An application may be submitted electronically upon completion and all supporting documentation must be received by the CETA National Board of Testing at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607, either electronically or by hard copy, before the application deadline for that examination cycle.
  - 2.2.1 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.
  - 2.2.2 Late applications may not be accepted by the CNBT Administrator due to the lack of available **examinee** space.
  - 2.2.3 A late fee will be levied against all applications submitted after the published application deadline for that exam cycle.
  - 2.2.4 **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.
  - 2.2.5 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 per 2.2.3, may apply. Subsequent examinations will have their own application processes and fee schedules.

2.3 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.

2.3.1 If any check is returned, either by a bank or other financial institution, the applicant will be ruled ineligible for the examination and a returned-check fee will be charged, plus any additional penalties incurred by CNBT.

2.4. A completed application must include all of the following:

2.4.1 Original application form with all sections completed and any supporting documents.

2.4.3 The applicant's 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,

## **Eligibility Requirements**

2.5 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).

2.5.1 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 of the applicant's current employer

2.5.1.3 other approved proofs of active participation in controlled environment certification activities may be considered.

2.6 CETA National Board of Testing reserves the right to reject submitted work experience of any applicant that cannot be verified.

## ***Application Withdrawal***

- 2.7 Any examination applicant may withdraw from the examination process by notifying CNBT in writing (emails accepted), which must be received by CNBT at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607 on or before the application withdrawal deadline.
  - 2.7.1 Any examination applicant who voluntarily withdraws their application for a examination before the deadline, may receive a refund of their application fee minus a processing fee.
  - 2.7.2 Any examination applicant who voluntarily withdraws an application for an examination before the deadline may submit their application for any subsequent examination. Subsequent examinations will have their own application processes, fee schedules, and 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, apply all application fees to the next examination cycle, a late fee, as per 2.2.3, 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 Sterile Compounding Facilities Blueprint based on the *Job Task Analysis*
- 3.2 The examination(s) shall be administered by a CNBT approved proctor(s)

### **Multiple Choice examination**

- 3.3 The 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, increasing the total exam content to as many as one hundred and forty (140) questions. This is a closed book examination.
- 3.4 A maximum of two and one half hours (2.5) shall be permitted for completion of the Multiple Choice examination.
- 3.5 The Multiple Choice passing grade is targeted to be 83%, based on previous exam cycles.

### **Written Practical examination**

- 3.6 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. This is a closed book examination.
- 3.7 A maximum of two and one half hours (2.5) shall be permitted for completion of the Written Practical examination.
- 3.8 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.
- 3.9 Each exam's final grade is based on the statistical analysis of three individual examiners.

## **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 yrs) by completing all of the following requirements:
  - 4.1.1 Attend a minimum of three (3) CETA Annual Meetings over the initial five (5) year period
  - 4.1.2 Apply for and pass the CNBT Multiple Choice (MC) exam, before the end of their 60<sup>th</sup> month (5yr) 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
    - 4.1.3 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.
- 4.2 An individual's accreditation will expire on the last day of the 60<sup>th</sup> month (5 yrs) after issuance, unless the requirements of 4.1 are successfully completed.
- 4.3 After 10 years of **continuous** accreditation, applicants must apply for and pass **both** Multiple Choice (MC) **and** Written Practical (WP) examinations.

## **SECTION 5.0 RE-EXAMINATION CRITERIA**

- 5.1 Failure of the Multiple Choice examination by the criteria cited under Section 3.5 shall require re-examination on the entire Multiple Choice examination.
- 5.2 Failure of the Written Practical examination by the criteria cited under Section 3.8 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            CETA NATIONAL BOARD OF TESTING EXECUTIVE COMMITTEE  
DUTIES AND RESPONSIBILITIES**

- 6.1    CNBT Executive committee shall consist of three (3) to five (5) qualified persons appointed by the Committee Chair 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 authorize approved facilities to conduct examination sessions for *Registered Cleanroom Certification Professional – Sterile Compounding Facilities*.
  
- 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) 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 3<sup>rd</sup> 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.
- 7.5    SME's can be removed with a majority vote of the CNBT Executive Committee.

## **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 resume 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.

8.1.5 Be a full member in good standing with the Controlled Environment Testing Association.

8.2 CNBT Executive Committee will require a majority agreement to approve all Written Practical Examiners, provided all of 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, while proctoring an exam, are not allowed to define terms or interpret examination questions for the examinees or discuss the exam afterwards 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
- 8.10 Any individual that currently, or within the previous 12 months, develops, manages or lectures in a 3<sup>rd</sup> 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.
- 8.11 Written Practical Examiners can be removed with a majority vote of the CNBT Executive Committee.

## **SECTION 9.0            EXAMINATION PROCTOR (EP) CRITERIA**

- 9.1    A Examination Proctor shall as a minimum:
  - 9.1.1.    Submit a completed and signed Examination Proctor application on an approved CNBT application form with an attached CV or resume for review and approval.
  - 9.1.2    Sign a conflict of interest statement and affidavit of confidentiality
  - 9.1.3    Be willing to travel and work on behalf of CNBT at the discretion of the CNBT Executive Committee
  - 9.1.4    Be a full member or staff member in good standing with the Controlled Environment Testing Association.
- 9.2    CNBT Executive Committee will require a majority agreement to approve all Examination Proctors, provided all of the conditions in Section 9.1 are deemed to be satisfied.
- 9.3    An Examination Proctor shall be expected to maintain the integrity and guarded nature of the item bank during all examination sessions.
- 9.4    An Examination Proctor shall be expected to follow verbatim the Test Administration Manual during all examination sessions.
- 9.5    Examination Proctor selection will account for potential personal/professional conflicts with examinees. Any Examination Proctor with a possible conflicting interest in administration of an Exam, is required to contact the CNBT Executive Committee to discuss a possible resolution.
- 9.6    Examination Proctors, while proctoring an exam, are not allowed to define terms or interpret examination questions for the examinees or discuss the individual exam items afterwards with any examinees.
- 9.7    The length of service for an Examination Proctor shall be determined by the continuing ability of the individual to proctor fairly and maintain an acceptable performance with other proctors, determined by the majority agreement of the CNBT Executive Committee.
- 9.8    An Examination Proctor traveling on behalf of the CNBT shall be reimbursed for reasonable travel expenses and entitled to a daily per diem as established by the CNBT Executive Committee
- 9.9    An Examination Proctor can be removed with a majority vote of the CNBT Executive Committee.

## SECTION 10.0 CNBT POLICY CHANGE LOG

**Pending – Approved by the CNBT Committee, Awaiting CETA Board Approval**

Revision	Date	Section	Original Version	Revised Version	Status/Date
000	11 Jul 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 2015
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 2015
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 2015
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 2015
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 <sup>th</sup> month (5yr) anniversary date.	Completed 16 Feb 2015
006	16 Jan 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 <sup>th</sup> month (5 yrs) after issuance, unless the requirements of 4.1 are successfully completed	Completed 16 Feb 2015
007	28 Mar 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
008	28 Mar 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

Revision	Date	Section	Original Version	Revised Version	Status/Date
009	28 Mar 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 Mar 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 Mar 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 Mar 2016	7.4	New addition, original 7.4 changed to 7.5	Any individual that currently, <b>or within the previous 12 months</b> , develops, manages or lectures in a 3 <sup>rd</sup> party educational program that is designed and developed to provide specific preparation of the student for the CNBT Sterile Compounding Facilities exam; <b>that individual</b> cannot <b>item write</b> 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 Mar 2016	8.10	Written Practical Examiners <b>shall not</b> 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, <b>or within the previous 12 months</b> , develops, manages or lectures in a 3 <sup>rd</sup> party educational program that is designed and developed to provide specific preparation of the student for the CNBT Sterile Compounding Facilities exam; <b>that individual</b> cannot <b>grade</b> 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 Mar 2016	9.0	Section 9: Examination Proctor Criteria added to document		Completed 30 Jul 2016
015	28 Mar 2016	10.0	Section 10: CNBT Policy Change Log added to document		Completed 30 Jul 2016
016	15 Apr 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

Revision	Date	Section	Original Version	Revised Version	Status/Date
017	15 Apr 2016	2.6	All requisite materials must be received by CETA National Board of Testing, <b>1500 Sunday Drive</b> , Suite 102, Raleigh, NC 27607	All requisite materials must be received by CETA National Board of Testing, <b>3801 Lake Boone Trail</b> , Suite 190, Raleigh, NC 27607.	Completed 30 Jul 2016
018	15 Apr 2016	2.10	Any examination applicant may withdraw from the examination process by notifying CNBT in writing which must be received by CNBT at <b>1500 Sunday Drive</b> , 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 <b>3801 Lake Boone Trail</b> , Suite 190, Raleigh, NC 27607 on or before the application withdrawal deadline.	Completed 30 Jul 2016
019	30 Jul 2016	8.4	conflicting interest such as, but not limited to, an examinee: - employed in the same organization, - employed by a customer/client, or - <b>working for a competitor</b> ,	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 <b>for a minimum of two (2) years</b> , 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 <b>for a minimum of two (2) years</b> .	other approved proof of active participation in sterile compounding facility certification activities.	Completed 20 April 2017
022	6 Feb 2017	5.0 & 6.0	Section 5.0 CNBT Duties and Responsibilities Section 6.0 <b>Examination Administration</b>	Section 5.0 <b>Re-Examination Criteria</b> Section 6.0 CNBT Duties and Responsibilities	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 <b>at 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607 before</b> 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	<b>2.9</b> CETA National Board of Testing...	<b>2.6</b> CETA National Board of Testing...	Completed 20 April 2017
028	6 Feb 2017	2.10	<b>Application Withdrawal</b> <b>2.10</b> Any examination applicant	<b>Application Withdrawal</b> <b>2.7</b> Any examination applicant	Completed 20 April 2017
029	6 Feb 2017	2.11	<b>2.11</b> ...examination may receive a refund...	<b>2.7.1</b> ...examination <b>before the deadline</b> , may receive a refund	Completed 20 April 2017
030	6 Feb 2017	2.12	<b>2.12</b> ... examination may <b>apply in full</b> for any subsequent examination	<b>2.7.2</b> ... examination <b>before the deadline</b> , may <b>submit their application</b> for any subsequent examination	Completed 20 April 2017
031	6 Feb 2017	2.13	<b>2.13</b> Any examination applicant not	<b>2.8</b> Any examination applicant not	Completed 20 April 2017
032	6 Feb 2017	2.14	<b>2.14</b> ...scheduled examination <b>and it is</b> after the withdrawal deadline, next examination cycle <b>and</b> a late fee, as per <b>2.3.5</b> , may apply.	<b>2.7.3</b> ...scheduled examination after the withdrawal deadline, next examination cycle a late fee, as per <b>2.2.3</b> , 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
034	27 Feb 2017	2.1	Applications <b>may be downloaded from the CNBT website at...and printed to fulfill the requirement that all applications must be in hardcopy form.</b>	Applications <b>can be completed online at the CNBT website at...</b>	Completed 20 April 2017
035	27 Feb 2017	2.2	An application <b>must be completed</b> and all supporting documentation...	An application <b>may be submitted electronically upon completion</b> and all supporting documentation...	Completed 20 April 2017
036	27 Feb 2017	2.4.1	<b>Hardcopy</b> original application form with all sections completed.	Original application form with all sections completed <b>and any supporting documents.</b>	Completed 20 April 2017
037	27 Feb 2017	2.8	<b>Work Experience</b> 2.8 Time of service does...	<b>Eligibility Requirements</b> 2.5 Time of service does...	Completed 20 April 2017
<b>038</b>	1May 2017	2.7	... by notifying CNBT in writing, which must...	...by notifying CNBT in writing ( <b>emails accepted</b> ), which must...	<b>Pending</b> <b>1May 2017</b>
<b>039</b>					