

DATES TO REMEMBER

MAJOR CHANGES TO PCN CERTIFICATION ISSUE DATES

V1 | 08 November 2016



2016 Changes

Examinations

From 1 July 2016, all initial exam results notices will be issued from the date received by PCN and not from the examination date and will expire five years minus a day from the date received.

Post-experience

As of 1 July 2016, all correct post-experience applications received into PCN before the two-year deadline will be validated.

NOTE: If an application for post-experience is received into PCN with missing information and goes past the two-year deadline, the PCN holder will revert back to an initial candidate.

2017 Changes

Recertification examinations

From 1 January 2017, all recertification exams must be sat no later than six weeks prior to the expiry date of the certificate. Recertification results notices will be issued from the previous expiry date and will expire five years minus a day from the original expiry date, unless a late or deferred application has been received.

If the results notice is received after the expiry date, regardless of the exam being taken before the expiry date, a late application will be required and further fees will be incurred before certification is issued by PCN.

Recertification exams can be booked within the six weeks prior to the expiry date, however, the candidate shall then apply for late renewal and will incur the fee for the application (PSL28).

Renewal applications

From 1 January 2017, complete and correct renewal applications must be submitted to PCN no later than six weeks prior to the expiry date. The certificate will be issued from the previous expiry date and will expire five years minus a day from the original expiry date, unless the late rule applies (see late renewal process).

Renewal applications not received by PCN before the six weeks prior to expiry will be rejected and the candidate must recertify by examination.

If a renewal application (CP16/17) has been submitted prior to the six weeks before expiry but is not complete by the date the certificate expires, then the candidate must apply for late renewal (PSL28), they will be liable for the current fee and the late rule will apply.

EXAMPLE: A candidate whose certificate expires on 18 August 2016 must submit their renewal application (CP16/CP17) to PCN by 7 July 2016; this is the latest date (or the six week point prior to expiry).

Renewal applications submitted to PCN after this 'latest date' (ie within the six weeks prior to certificate expiry) will be rejected and the candidate shall:

1. Apply to PCN for late renewal; and
2. Apply to an AQB for a recertification exam and the candidate will lose time on the certificate (as per the current PSL28 rule).

If the renewal procedure is completed prior to 90 days before the expiry, the certificate will be validated from a maximum of 90 days prior to expiry.

Late renewal (submitted within the six weeks prior and up to 12 months after certificate expiry)

From 1 January 2017, PSL28 late renewals shall be required from the six weeks prior to certificate expiry.

If the six week rule for recertification has not been followed then a candidate shall apply for late renewal and must apply to an AQB for a recertification exam.

If a renewal application (CP16/17) has been submitted prior to the six weeks before expiry but is not complete by the expiry date of the certificate, then the candidate must apply for late renewal and will incur the fee for the application.

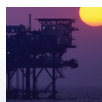
EXAMPLE: If the certification expiry is 18 August 2016, the late renewal application will be required from 8 July 2016, which is one day from the six week point prior to expiry.

Deferred renewal (submitted before the six weeks prior to certificate expiry)

From 1 January 2017, PSL28 deferred renewals will only apply to candidates that recertify by examination.

The deferral must be submitted to PCN no later than six weeks prior to the expiry date. This should allow enough time for the application to be processed before the certificate expires.

The deferral rule will apply to the six week period before expiry and onwards, up to 12 months after expiry.





Extension to re-test

If an extension to re-test is requested, the extension will be based on the exam date and not the date received by PCN.

Supplementary examinations

From 1 July 2017, all supplementary exams will be taken no later than six months prior to the expiry date of the certificate being supplemented, to ensure the results notice is received before the expiry date. The 56 day waiver rule will also be withdrawn.

Under no circumstances can a supplementary examination be taken after the permitted six months prior to the expiry of the certificate being supplemented.

One re-test of a partly failed supplementary examination will be allowed within six months of the failed supplementary exam.

Distinction grading

Re-test examinations

Failed exams taken in 2015 will remain under 2015 examination rules; a candidate re-testing in 2016 must achieve a minimum of 80% for the failed part.

The most recent examination results will be valid. Previous results will not be used.

Supplementary examinations

The pass/distinction level will be awarded based on the latest examination result. This may result in the candidate gaining or losing the 'D' on their certificate.

If the candidate fails the supplementary, then the original certificate remains. A supplementary re-test must still be taken at least six months prior to expiry of certification.

Recertification examinations (amended 8 November 2016)

In January 2016, PCN introduced the new 70% pass grade. At that time, the Certification Management Committee (CMC) came to the decision that candidates could only recertify at the previous level held. If a candidate failed to achieve the original 80% pass grade they would have two re-tests available to them in order to achieve the 80% pass.

At the November CMC meeting, this decision was revised. It was agreed that any candidate who took a re-test and achieved the 70% pass grade, could be awarded the pass grade and still have the two re-tests available to them in order to achieve the 80% distinction grade.

