# Certification Process for Persons

## 1. Application Review:

- **Receipt of Application:** Candidates submit their applications to QME, including all necessary documentation that demonstrates their qualifications and experience.
- **Initial Review:** QME reviews the application to ensure it meets the basic eligibility criteria.
- **Application Acceptance:** If the application is complete and meets the requirements, QME informs the candidate of the acceptance and provides details about the next steps.

## 2. Examination Development:

- **Exam Design:** QME develops examination materials that align with the certification scheme requirements. This includes creating a design that outlines the topics covered and their respective weightage.
- **Validation:** The exam is validated by subject matter experts to ensure it accurately measures the necessary competencies.
- **Review and Approval:** The examination materials are reviewed and approved by QME's Certification Committee.

## 3. Examination Administration:

- **Scheduling:** Candidates are informed of the examination schedule and venue details.
- **Conducting the Exam:** QME administers the examination, ensuring proper supervision to maintain the integrity of the process.
- **Evaluation:** The completed examinations are evaluated against predetermined criteria.

## 4. Certification Decision:

- **Assessment of Results:** QME reviews the examination results and any additional assessments required by the certification scheme.
- **Decision Making:** Based on the evaluation, QME makes a certification decision, ensuring impartiality and objectivity throughout the process.
- **Issuance of Certificate:** Successful candidates receive their certification, along with details on the validity period and recertification requirements. Certification Cycle is 3 years (initial, $1^{st}$ surveillance, $2^{nd}$ surveillance), then recertification.
- **Feedback and Appeals:** Candidates are provided with feedback on their performance and informed about the appeals process if they wish to contest the certification decision.

5. **Surveillance Activities**
   To maintain the validity of Certified Person's certification, a review of Continued Competence shall be done.
   Persons shall provide evidences to confirm that they have maintained their competence. This shall include continued professional development (CPD), work experience, additional training, audit log.

6. **Recertification Process**
- **Application for Recertification:** The certified person shall apply for recertification before the expiry of his current certification. The recertification process mirrors the initial certification process but with a focus on the maintenance of competence.
- **Evidence Submission:** Similar to surveillance, the candidate needs to provide evidence of maintaining competence. This could include updated CVs, references, CPD logs, and any additional qualifications or training undertaken.
- **Assessment:** Depending on the certification scheme, the recertification process may involve an assessment or examination to ensure that the person still meets the required competence levels.

7. **Certification Decision**
- **Certification Continuation or Renewal:** If the candidate meets all the necessary criteria, the certification body will confirm the continuation of the certification or issue a renewed certificate.
- **Feedback:** If there are deficiencies or issues in the candidate's submission, the certification body may request additional information, impose corrective actions, or, in some cases, deny recertification.