

Applicants must apply online, pay all fees, and submit all of the required supporting documentation in order for APCA to determine their eligibility for APCA examinations. The examination application fee(s) are processed before the documentation review takes place.

By submitting a completed application to APCA for review, you agree that:

1. You will be bound by and comply with all rules and policies which from time may be established or amended, including but not limited to, the timely payment of all applicable fees, satisfaction of all annual maintenance, certification and renewal requirements, and the compliance policies and procedures;
2. The information provided in your application and in support of your application and any other information that you may provide to APCA in the future is truthful and accurate. In the event that information you provide to APCA changes or you learn that it is untrue or inaccurate, you will provide corrected information to APCA in a timely manner;
3. All documents, communications, and other information received by APCA become the property of APCA and will not be returned;
4. APCA, in its discretion, may request from you or others information concerning matters that may be relevant to your eligibility for certification and certification status;
5. APCA may communicate to governing authorities, law enforcement, employers, and others information concerning your eligibility for certification or certification status;
6. Information regarding your examination results, as described in Notification of Results and Scoring may be conveyed to your program director as requested by your school or program;
7. You will be bound by and comply with the APCA examination admission and security policies. Violation of APCA examination admission and security policies may result in disciplinary action pursuant to ARDMS/APCA Compliance Policies.

Violations of APCA examination admission and security policies include but are not limited to:

- a. Failure to comply with the examination administration rules;
 - b. Recording or sharing any information about the content of the examination orally, electronically, or in any other format during or after an exam administration;
 - c. Receiving any information about the content of the examination orally, electronically, or in any other format prior to sitting for an exam administration;
 - d. Having someone else take the test for you.
8. All documents and examination questions are, and shall remain, the exclusive property of Inteleos® the umbrella organization to the ARDMS® and APCA™ and that sharing such

documents, questions and/or answers may result in disciplinary action pursuant to ARDMS/APCA Compliance Policies;

9. APCA, in its sole discretion, may elect to discontinue offering online proctoring of examinations.
10. Should APCA believe or have reason to believe a testing irregularity has occurred, APCA may, in its sole discretion, take any actions it deems necessary to protect the integrity and security of APCA examinations. A testing irregularity is any circumstance that may compromise the validity of the examination score.

Examples of testing irregularities include but are not limited to:

- a. Technical irregularities related to the delivery of an exam;
- b. Irregularities regarding the security of any online-proctored exam or device used to take an online-proctored exam;
- c. Irregularities regarding background noise and movement during an online-proctored exam;
- d. Irregularities related to validating a candidate's identity.

In the event that APCA believes or has reason to believe a testing irregularity has occurred, APCA may take action and may require additional action from you, including, but not limited to:

- Requiring you to re-test;
- Invalidation of current and/or past examination scores;
- Withdrawing your access to take an examination via online proctoring, and requiring that any examinations you take be administered in a test center;
- Termination of examination appointment(s) prior to or during the administration;
- Investigation of the testing instance;
- Placing examination applications on hold until the conclusion of any internal investigations or review of the irregularity; and
- Loss of examination fee(s) paid.

11. Without limitation, APCA may deny, revoke, suspend, or otherwise take action at any time with regard to your eligibility for certification or certification for:

- a. Failure to satisfy eligibility requirements for certification or maintenance of certification;
- b. Any irregularity in connection with any examination, including the irregularities explained in #10; or

c. Violations of the compliance policies and procedures.

12. Sanctions may be imposed for any violation of the compliance policies and procedures, and APCA may make information publicly available concerning your sanction status;
13. The decision as to whether your examination results and other eligibility requirements qualify you for certification rests solely and exclusively with APCA and that decision is final; and
14. You hereby agree to release and exonerate, and shall indemnify and hold harmless, APCA and its officers, directors, committee members, employees, agents, and representatives ("Indemnified Parties") from any and all liability of every nature and kind growing out of any action or inaction by any Indemnified Party pertaining to your application, eligibility, examination, certification, or status.
15. Concerned you might have a compliance violation to report? Go [here](#) to learn what to do now.