

SOP No.	CP-11.06	Supersedes SOP No.	CP-11.05	Effective Date	9 August 2023
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Examination Eligibility and Preparation

1. Significant Change(s) from Previous Version

Revised to clarify exam eligibility requirements.

2. Purpose

This SOP describes eligibility for becoming a Registered Quality Assurance Professional (Registrant) and describes the Candidate Handbook.

3. Scope

This SOP applies to:

- Council on Professional Registration
- Registered Quality Assurance Professionals
- Candidates for Registration (Candidates)

4. Responsibilities

- 4.1 Candidates shall adhere to the eligibility requirements detailed in Section 5.1 of this document.

5. Procedures

- 5.1 Eligible Candidates shall satisfy either of the following two criteria prior to the last day of the examination window:

- 5.1.1 Four years of full-time equivalent experience working as a quality assurance professional with direct auditing experience under the regulations and/or standards listed in the Exam Study references for the specified exam discipline; or
- 5.1.2 A baccalaureate **or** advanced degree **and** two years of full-time equivalent experience working as a quality assurance professional with direct auditing experience under the regulations and/or standards listed in the Exam Study references for the specified exam discipline.

- 5.2 Subsequent to satisfying the criteria explained in Section 5.1 of this document, eligible Candidates must successfully pass a closed book examination in order to become a Registrant. The content of the examination is limited to activities related to the content outline and references as described in the Candidate Handbook.

Candidate Handbook

- 5.3 The Candidate Handbook shall contain information about the examination, including eligibility, examination dates, examination fee, refunds, test center information, confidentiality, study references, examination content outline and other important information.
- 5.4 Any significant changes made to the Candidate Handbook, especially changes to an examination's Content Outline, shall be available at least six months prior to the administration of the next examination period.
- 5.5 The current version of the Candidate Handbook may be obtained from the Society of Quality Assurance website.
- 5.6 Additional information about the examination, including application deadlines and test center locations, shall be noted on the SQA website.

6. Other Documents to Consider

None

SOP Reviewed by:

Signature on file

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9 August 2023

Date

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9 August 2023

Date