



BMC ACCREDITATION POLICY

PLEASE READ CAREFULLY

Fact Sheet

- » *Pursuing certification is optional.*
- » *To obtain accreditation, you are required to pass the accreditation exam within three weeks of completing this course.*
- » *No extensions granted.*
- » *As a courtesy, you will receive an email reminder to complete your exam.*
- » *We recommend that you write down the date by which you must pass your exam. If in doubt, please discuss with your course instructor before the course concludes.*

My exam deadline:

Accreditation by BMC Education Services

You have received this fact sheet because you are participating in a course that includes an accreditation examination. *Pursuing accreditation is optional.* BMC accreditation examinations are designed to validate the knowledge and skills required in each accreditation area. Prior to release, exam questions are developed and tested by individuals with knowledge relevant to the accreditation, and with expertise across a varied knowledge base. New accreditation examinations undergo a moderation period during which exam questions are validated in a live testing environment. This development methodology enables BMC Education Services to present our accreditation examinations with confidence, and helps ensure that scores obtained will accurately reflect each candidate's subject matter expertise.

We thank you for pursuing this accreditation title, which is recognized industry-wide. To protect the integrity of this title, we assure you that we will **not** accept any applicant appeals to review/adjust final scores, nor will we make exceptions to our accreditation policy. Please read and ensure you understand the policy guidelines, as outlined below.

Accreditation Policy

- » You may refer to printed materials and notes during your examination
- » You may **not** receive assistance from another individual
- » On course completion, you have 15 business days and two attempts to pass the exam
 - If you pass on your first attempt, you do **not** need to take the exam a second time
 - If you fail your first attempt, you must make your second attempt within 15 business days (three weeks) of having completed the course that corresponds to the exam
 - For example, if your course ends on a Friday, your eligibility to take the examination for accreditation ends 15 business days later, on a Friday
- » BMC Education Services will **not** approve requests for extensions for login or access issues
 - Do **not** wait until your final day of eligibility to try one or both exam attempts
- » BMC Education Services does **not** make exceptions to accreditation policies

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