**GREAT PLAINS AMERICAN INDIAN CREDENTIALING BOARD EXAMINATOIN PROCESS**

The Great Plains American Indian Credentialing Board (GPAICB) Administrator will send a checklist to the applicant to submit any missing items for the applicant’s portfolio. Upon receipt of the completed application for certification and payment of the fee to test, a testing date will be scheduled with the applicant. The GPAICB are not responsible for collecting the information needed to determine the applicant is qualified or appropriate for certification, the burden of proof is on the applicant.

Once the applicant satisfies the criteria with documentation, the Administrator certifies the application is compete and forwards the documentation to the Credentialing Committee for review. The Credentialing Committee reviews documentation and the recommendation is made by the committee that the applicant meets the criteria for testing. If the documentation is determined incomplete, the administrator shall notify the applicant to request additional information to complete the application. A letter is sent to the applicant notifying them in writing their application has been approved or denied within 30 days of review.

The Administrator will notify the IC&RC office the applicant has met all required documentation and is eligible and meets all qualifications for certification. Applicants approved for testing will be pre-registered for testing by the GPAICB Administrator. GPAICB uses Computer Based Testing (CBT). Applicants will have the opportunity to schedule their own test site, date, and time for the examination, within the scheduled two-weeks testing period. The testing date will be shared with the Administrator for tracking purposes. The three testing sites are: Southwest Technical Institute, 2320 North Career Avenue, Sioux Falls, SD 57107; Black Hills State University, 1200 University Street, Spearfish, SD 57709 and, Career Learning Center of the Black Hills, 730 E. Watertown Street, Rapid City, SD 57701.

Registration is done on-line by the applicant. When successfully registered for the exam, the testing company will issue an “Admission Letter”. This letter will give the applicant all the necessary information needed for the day of testing. On testing day, the applicant must present the “Admission Letter” and a valid photo ID with signature, in order to be admitted to the examination. Applicants are required to arrive on time for the exam. Applicant’s who are late will not be permitted to test.

Upon notification from IC&RC the applicant passed or failed the test, the results are recorded and included in the applicant’s file. The GPAICB Administrator notifies the Board that the applicant passed or failed. If the applicant passed the test the board approves the candidate for certification by motion and majority vote. If the applicant failed the test the administrator will work with the applicant to retake the test.

A certificate is issued by the GPAICB signed by the Administrator and a Board Member after completion. Testing scores will be made available to the applicant within 30 days of the Board’s receipt of the test results. Policy prohibits providing test results over the telephone. The passing score for each testing cycle is determined by IC&RC.