

Denial, Suspension, or Revocation of Certifications

ISP considers misrepresentation and/or noncompliance with eligibility criteria, the rules and guidelines of the ISP certification, and/or misuse of the credential serious ethical issues that require investigation and possible disciplinary action.

Cause for denial, suspension, or revocation of certification includes but is not limited to:

- Falsification of information on the ISP examination application.
- Misrepresentation of continuing education credits required for recertification.
- Falsification of any material information requested by ISP.
- Misrepresentation of ISP certification status.
- Suspected individual pre-knowledge of test content, impersonation, cheating on the ISP examination, or other evidence of possible examination compromise.
- Serious violation of a provision within the ISP Code of Conduct.

ISP investigates alleged misconduct, misrepresentation, and/or noncompliance, beginning with an objective review process in which evidence substantiating the allegations is collected to ensure due process and to protect the rights of candidates/certificants.

The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certificant. Upon completion of the review process, ISP reserves the right to take disciplinary action, for valid cause, against its certification holders, individuals seeking ISP certification, or individuals misrepresenting their ISP certification status.

Procedure

ISP notifies the individual in writing that it has received evidence of cause for denial, suspension, or revocation of certification. This notice will describe the purported cause. The notice also shall request the individual to submit in writing, within 30 days of notification, any evidence or argument concerning the proposed denial, suspension, or revocation of certification.

- A Discipline Subcommittee will be appointed by the ISP Executive Board Chairman. The subcommittee will send information describing the details of the situation and the individual in question, including evidence or argument supplied by the individual (if submitted). This subcommittee is empowered by the ISP Certification Committee to make discipline decisions.

- If the Discipline Subcommittee reaches a unanimous decision, its decision will be carried out with the approval of the ISP Certification Committee.

- If the decision is not unanimous, or if the Discipline Subcommittee decides that the case is unusual, the case will be presented to the ISP Executive Board for consideration and action.

- ISP will notify the individual by certified mail regarding the decision. This notice shall include a brief statement setting forth the reason for ISP's decision.

- The individual's records within ISP's database will be modified to indicate that the certification has been suspended or revoked. Inquires will simply be told that the individual is not currently certified by ISP.

- If ISP determines the need to deny, suspend, or revoke the individual's certification, then ISP will forward to the individual information regarding its Review and Appeals Process.

- Any individual who wishes to appeal the decision of ISP which denied, suspended or revoked their certification status must do so according to the process outlined in ISP's Review and Appeals Process.
- In the event that the individual does not appeal the decision of the ISP which denied, suspended, or revoked certification, ISP will request from the individual the name and address of the individual's current employer and will send notification of the ISP's decision to same.
- The ISP certificate technically remains the property of the ISP and must be returned if the certification is withdrawn for cause.
- Written materials considered in the Disciplinary Process and written decisions of the Discipline Subcommittee will be securely stored and retained in the ISP office for three years.