



## **PEEB 22000 Lead Auditor Candidate Recertification process**

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## **1 CERTIFICATION & MAINTENANCE**

### **1.1 Obtaining your Results**

In case of online examination, once you complete your examination, the result will be displayed on your computer screen immediately and in case of paper-based examination your results will be emailed in four (4) weeks from the date of examination.

If you do not pass, you will receive instructions on how to re-sit the examination and If you pass, you will receive information on the necessary steps to complete the certification requirements.

If you owe any outstanding fees to the PEEB related to the application or examination process, your examination results may be withheld until your account is up to date.

### **1.2 Passing Score Determination**

#### **1.2.1 Appeals**

Because the performance of each question on the certification exam included in the final score has been pretested, there is no appeal process to challenge individual exam questions, answers, or a failing score. The PEEB will not release or discuss individual questions with candidates. To do so would require elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of the certification.

Additionally, appeals may be considered for alleged inappropriate certification exam administration procedures or environmental testing conditions severe enough to cause a major disruption of the certification exam process.

All appeals must be submitted in writing. Eligibility appeals must be received within fifteen (15) days of the notification of your assessment results. Appeals for alleged inappropriate administration procedures or severe adverse environmental testing conditions must be received within fifteen (15) days of the release of certification exam results.

#### **1.2.2 Upon Successful Completion of Certification**

Once approved, you are encouraged to use the credential on correspondence, business cards and all forms of address. Certification is for individuals only. The certification credential may not be used to imply that an organisation is certified.

#### **1.2.3 Upon Unsuccessful Certification Exam**

If certification exam is unsuccessful, candidate can sit 3 times in a year in PEEB certification examination.

#### **1.2.4 Achieving Certification**

On successful certification an online certificate (Portable Document Format PDF) will be shared through email which can be verified electronically through MY PEEB.

**PEEB Directories:** PEEB publishes directories of individuals who currently hold the certification. An abbreviated format, containing names, cities, and states, appears on the PEEB website and allows viewers to confirm if a person currently holds a certification.

### 1.3 Maintaining Your Certification

To retain your certification, you must:

- Inform PEEB when your mail or email address changes
- Pay your annual fee
- Complete Recertification requirements

#### 1.3.1 Changing Your Name

If you change your name through marriage or other court proceedings, you may request a name change by contacting [info@peebonline.com](mailto:info@peebonline.com) additionally, you must provide a copy of the court record or marriage certificate to register the change.

#### 1.3.2 Paying Your Annual Renewal Fee

The authority to use the certification title is valid for one year. It must be renewed annually. You will receive a prorated fee for the remainder of the year in which you pass the examination. Each following year, PEEB will send you a notice when your annual renewal fee is due. PEEB gives you several options for paying the fee online via a credit card or by phone. After receiving your payment, PEEB will post your instant wallet card and email you a receipt.

#### 1.3.3 Reinstatement

If you fail to pay your annual renewal fee on time or fail to achieve the required recertification points every three years, PEEB will send you a notice that your credential has been invalidated and you no longer hold the certification.

### 1.4 Recertification

Certification holder required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The Certification is valid for three years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

Certified Professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending on the certification applicable, these activities include education, work experience, auditor training, audit experience, implementation and/or consulting experience.

This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

**When to submit CPD Logs:** The certified professionals will need to provide with the number of hours of CPD related tasks they have performed with the contact details of individuals / organization who can validate these tasks. The CPD can be maintained and logged in MY PEEB application once any activity is completed.

The CPD must be submitted every year, starting from their initial certificate issuance date, as well as paying their Annual Maintenance Fee (AMF).