

## ***Eligibility Application Audit Policy***

### **Eligibility Application Audits**

GPCI will randomly select 10% of individuals who apply for initial certification to submit evidence of proof of their documentation supporting exam eligibility for verification. The verification process will require applicants to furnish evidence or proof of:

#### **1. Education**

Candidates will submit a copy of their degree and/or transcript indicating they achieved the education indicated on their application and/or eligibility package (unless previously submitted).

#### **2. Employment verification**

Applicants will submit their employment contact information (i.e. name and telephone number for their supervisor or human resource department from all reported employment on the application). Applicants may also submit an employment verification letter from their employer stating their years of experience in the grants profession, their role or position in the organization.

#### **3. Successful funded grant proposals**

Applicants will submit copies of award letters for at least five successful grants over the past seven years. Other official documentation indicating grants successfully awarded will be acceptable (such as an official award list from the granting agency and/or website), attestation from award recipient, press release screen shot of federal award database or respective funder's website).

#### **4. Continuing education**

Applicants can submit evidence of completion of continuing education points (examples include certificates of completion, transcripts, receipts/evidence of registration, and evidence of evaluation after completion of education activity). Documentation should include dates of the continuing education activity of program; title of the session attended; name of the organization providing the program; name/ title of the presenter.

#### **5. Community Activities**

Applicants can submit contact information for their community activity (i.e., name and telephone number of their supervisor). Verification letter indicating your role, the number of hours provided, the dates of participation and types of services provided. Meeting minutes indicating attendance record with length of meeting also can be used as evidence.

Candidates have two weeks (10 working days) from notification of audit to submit their materials following the instructions provided. Upon successful completion of audit, only then will candidates be notified of their eligibility review results.

Should a candidate's packet be selected for random audit and the candidate elects not to comply with the audit process or fails the audit, the candidate is NOT eligible for a refund.