**Section 1725.312 Procedures for the Administration of the Law Enforcement Intern Certification Examination**

a) The certification examination will be administered to all interns who successfully complete the Program.

b) Interns who successfully pass the certification examination shall receive certification attesting to their successful completion of the Program.

c) Examination results will be reported in writing to the intern within 14 days after the examination date.

d) Only interns who have been certified by the Board as having met all the requirements of the Program are eligible to take the certification examination.

e) The initial certification examination will be administered at the academy.

f) The Intern will have 3.5 hours to complete the certification examination. An intern will be excused from completing the examination at that session if he/she is ill and excused by the proctor.

g) Individuals allowed within the testing area will be limited to Board-approved examination proctors and those taking the examination.

h) In the event the intern fails to successfully complete the certification examination on the initial administration, he or she will be allowed to re-take the certification examination one time. An alternate version of the examination will be taken on the second attempt. Failure of the re-take shall result in the intern not being eligible for intern certification.

i) In order to be eligible to re-take the certification examination, the intern must submit a written request to the Board. The Intern must apply for and complete the re-take examination within 6 months after the first attempt.

j) Any intern who is uncooperative, is disruptive or is thought to be cheating during the administration of the certification examination will be ordered by the proctor to turn in his or her examination and to leave the examination area. A complete written report of the incident shall be submitted by the proctor to the Executive Director. The intern shall have the opportunity to submit, within 7 days, a written report to the Executive Director describing the intern's version of the event. The Executive Director shall determine whether the intern has declined the examination and whether the intern is eligible to re-take the examination. The Executive Director's determination will be based on the nature of the intern's misbehavior and on the supporting evidence of that misbehavior.