**DP PRACTITIONER ACCREDITATION PROCESS SUMMARY**

**APPLIES TO ALL CATEGORIES OF ACCREDITATION**

---

**DP Practitioner Accreditation Scheme Enquiry Received. Directed to the IMCA website**

- **Completed application form and supporting evidence received. Proforma invoice issued.**
  - **Once payment has been confirmed, IMCA Secretariat reviews against success criteria – Secretariat requests further evidence if necessary**
  - **Appeals process – Feedback to Candidate**

**Pass**

- **Schedule examination/manage necessary requirements**
  - **Candidate undertakes exam**

**Fail**

- **Advise candidate of resit criteria (reference IMCA DP Practitioner Accreditation Handbook for further details) Exam resit fees apply.**
  - **Appeals process – only considered for exceptional circumstances**

**Pass**

- **Advise candidates and issue certificate of accreditation and revalidation**
- **3-yearly revalidation**

**Fail**

- **IMCA Secretariat review against success criteria – requests for further evidence if necessary**
- **Completed revalidation form and supporting evidence received from candidate prior to 3 year anniversary of exam**

---

**Feedback reasoning issued to candidate – 6-month reapplication restriction**

**Feedback reasoning issued to candidate – 6-month reapplication restriction**

---

**Appeals process – only considered for exceptional circumstances**

---

**Final decision – Feedback to Candidate**

---

**IMCA Secretariat review against success criteria – requests for further evidence if necessary**