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 **Programs/Services - Judge Certification Program Candidate Coordinator**

 **Candidate Re-Entry into Certified Judge Program**

**POLICY**

 **A. Re-entry of a failed candidate after 2 paperwork attempts will be allowed as follows:**

* Candidate may re-enter the program by sitting out for a period of one year from the time of notification of paperwork failure.
* Candidate may begin a new five- year candidacy period by paying the entry fee, work at two additional NACQJ partner judging event and attempt up to 2 additional paperwork submissions, using the latest (current) set of paperwork questions.
* If Candidate passes paperwork, Candidate may panel up to two times within the five-year period.
* If Candidate does not pass these 2 new paperwork attempts, Candidate will be permanently terminated from the program.
* Candidate will have signed an updated agreement that they understand that there is no appeal of the certification process at any stage. (Waiver of right to appeal)

 **B. Re-entry of failed candidate after passed paperwork and 2 failed attempts at panels will be allowed as follows:**

* Candidate may re-enter the program by sitting out for a period of one year from the time of notification of second panel failure.
* Candidate may then pay the entry fee, work at one additional NACQJ judging event and attempt up to two additional panels.
* If candidate does not pass the panel after these 2 attempts, candidate will be terminated from the program.
* Candidate will have signed an updated agreement that they understand that there is no appeal of the CJ certification process at any stage. (Waiver of right to appeal)

**C. Re-entry of a Candidate who VOLUNTARILY withdraws from the Program will be allowed as follows:**

* Candidates must announce their decision to withdraw in writing to the Coordinator.
* The Coordinator will maintain the Candidate’s file (to include name, Candidacy dates and all letters mailed to the Candidate from the CJ program).
* After a period of three years from the postmark date of the written withdrawal letter, the Candidate may re-apply to the program.
* The Candidate will pay the new-current entry fee, will work at two additional NACQJ partner judging events and begin a new Candidacy with the new current set of paperwork questions and Panel Review procedures.  Whether the Candidate passed Paperwork or not in their first Candidacy, they must re-submit Paperwork and sit a Panel Review as if they had never been a Candidate before.

**D.** **Re-entry of a candidate who has submitted one Paperwork (whether passed or failed) and whose candidacy period has expired will be allowed as follows:**

* Candidate may re-enter the program by sitting out for a period of one year from the expiration of first candidacy.
* Candidate may begin a new five-year candidacy period by paying the entry fee, signing a Waiver of Right to Appeal form, working at two additional NACQJ judging events (minimum total of four days volunteering) attempting up to two additional Paperwork submissions, using the latest (current) set of Paperwork questions.
* If candidate passes the Paperwork, candidate may panel up to two times within the five-year period.
* If candidate does not pass the Paperwork and Panel during the second candidacy period, candidate will be terminated from the program.

**Re-Entry into the program, under any circumstances, would be limited to those who have not plagiarized or violated the Code of Ethics.  No Candidate may apply for a third Candidacy, regardless of how they re-entered the Program the second time.**

**Candidates at any stage in the process are not allowed to indicate, mislead, or suggest that they have been either “NQA-trained or NACQJ trained".**

**One year Emergency Extension for Extreme Emergencies:**

Candidate has the right to request one (1) one-year extension for extreme emergencies. A required written petition of the Candidate request will be

presented to the Candidate Coordinator of the Judge Certification program.

The Candidate Coordinator will present the request with his/her recommendation to the NACQJ Board of Directors for their final decision. The Candidate Coordinator

will convey the NACQJ Board of Directors decision to the candidate.