



EXAM APPLICANT ANONYMITY POLICY

Effective Date
June 1, 2020

Purpose

The purpose of this policy is to clarify how the International Association of Canine Professionals (IACP) will establish applicant privacy (anonymity) in an organized approach and maintain administrative fiduciary responsibilities.

Who this order affects

This order applies to the IACP Exam Intake Officer or his/her designee.

This Order Cancels

This Order does not cancel or supersede any other orders.

Policy

Prior to exam deployment to IACP Evaluators, the applicant's personal name, address, telephone numbers, e-mail addresses, business information or any other personal identifiable information be visually covered (made unreadable) from all documents that will be used for grading by IACP Evaluators.

A unique alphanumeric code will be issued and permanently assigned to the applicant's exam.

Once an alphanumeric code has been established and assigned to an applicant, the unique number will be permanently retired and not re-issued to any other exam or applicant.

The alphanumeric code will be comprised of a four-digit number, a dash, a three-digit number, an underscore, the applicant's initials, an underscore and the letter acronym of the corresponding type of IACP certification exam.

The first set of numbers will be the four-year digit identifier for the year that the exam was submitted to IACP, such as 2020, 2021, 2022, etc. The use of the current year

four-digit identifier will commence at 00:01 hours on January 1 of each year. The four-digit identifier will be retired at 23:59 on December of each year.

The second set of numbers will be a three-digit number issued in chronological order as received by the IACP. The first issued number will be 001 when the first exam is received by IACP on or after January 1 of each year. The last number issued will coincide with the last exam received by IACP by the end of December 31 of that year.

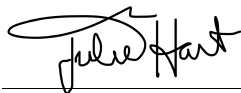
The first set of letters selected will identify the applicant's initials of their first and last names. The purpose of this identifier is for auditing purposes to ensure that the alphanumeric number is not inadvertently reassigned in error to another applicant.

The second set of letters selected will identify the type of IACP exam is being evaluated. CDT will be used for Certified Dog Trainer Exam, CDTA will be used for Certified Dog Trainer Exam Advanced Exam, and PDTI will be used for Professional Dog Training Instructor Exam.

Examples of alphanumeric sequences:

Mary Smith exam received January 3, 2020	2020-001_MS_CDT
John Doe exam received February 25, 2020	2020-002_JD_PDTI
Jill Quinn exam received February 25, 2020	2020-003_JQ_CDTA

Once the alphanumeric number has been assigned for an applicant, the information will be manually recorded on the *IACP Exam Routing* that documents the applicant's name and the assigned number. The same information will then be document in the *IACP Applicant Exam Database*.



Julie Hart
IACP Director Oversight
Education and Certification Committee

5-28-2020

Date