EyeDetect Training Renewal Policy

STANDARD TRAINING

Standard EyeDetect training includes the following four courses:

- Test Proctor – to administer EyeDetect tests
- Test Proctor+ – to administer EyeDetect+ tests
- Administrator – to access the Dashboard for reports and to manage users and licenses
- Investigative Interviewing – to improve interviewing skills

After successfully completing any Standard EyeDetect training course, which includes viewing the corresponding training videos and passing the online test, you will receive a certificate of completion, valid for two years. About 30 days prior to the expiration date of the certificate, you will be notified by email. At that time, if you wish to renew any of your certificates for another two years, then please take the applicable online test(s) and receive a score of at least 90%. If no action is taken, the certificate(s) will expire. This will not affect your ability to run and score EyeDetect tests.

To view course requirements and to access the online tests, visit www.converus.com/training.

ADVANCED TRAINING

Advanced EyeDetect training includes the following courses focused on test writing for the different testing protocols:

- DLC2 & Hybrid DLC
- MCT
- Audio MCT
- Hybrid MCT

After successfully completing an Advanced EyeDetect training course, which includes viewing the corresponding training videos, passing an online test, and completing practical exercises, you will receive a certificate of completion, valid for two years. You will also be given access to the Test Manager application, available from your Dashboard account, which is the tool used to write or edit tests.

To maintain your Test Manager access for a specific testing protocol, you must write at least three tests using that protocol every two years. If after two years you have written less than three tests in a protocol, your account will be considered inactive. Access to that protocol in the Test Manager will be disabled, and the certificate would expire. To regain access to a protocol that has been deactivated, you must redo the course requirements outlined for that protocol. For more details regarding course requirements, visit www.converus.com/training.

For every protocol that was active (wrote three or more tests in the past two years), Converus will formally evaluate one or more of your tests, depending on the protocol. Written evaluations will be sent to you about 30 days prior to the expiration date of the certificate.

If you receive a score of 80% or above on an evaluation, the
certificate for that protocol will be automatically renewed for another two years and a new certificate will be sent.

If you receive a score below 80%, you will have 30 days to rewrite any tests indicated in the initial evaluation and submit them for reevaluation. If no reevaluation is completed before the 30 days have passed, the certificate will expire and Test Manager access for that protocol will be disabled. If you wish to have access for that protocol reinstated and your certificate renewed, please rewrite any tests indicated in the initial evaluation and submit them for reevaluation within 12 months of their expiration.

If a certificate remains expired for more than 12 months, you must complete all course requirements as if you had never previously completed them. For more information regarding the test writing certificate renewal process, please visit www.converus.com/training.

To avoid any challenges with certificate renewal, test writers can submit tests for evaluation before the expiration date. We recommend that after completing a test writing course, you write 3 tests as soon as possible and submit them for evaluation. When the time comes for renewal, the evaluations will already be complete, and you can expect to be automatically renewed for another two years.

Please be aware that you will receive credit for written tests only when you have used your own, unique dashboard login. If you use another person's login to create a test, they will show as the test creator in our system. To avoid confusion, please use your own login when writing and creating tests. If you do not have your own login, contact your organization's master user or a Converus associate.

SUMMARY

Standard Training:
- Recertify every 2 years with an online test score of at least 90%.
- Remember: Expired certificates do not impact your ability to administer tests.

Advanced Training:
- Test certificates are valid for 2 years.
- When up for renewal, if you have not written 3 or more tests in any previously completed testing protocol in the past 2 years, access to that testing protocol(s) or the Test Manager will automatically be disabled.
- You can maintain access to the Test Manager and any testing protocol by writing three or more tests in that testing protocol every 2 years.
- A Converus evaluations will be done every 2 years on all testing protocol that you wrote three or more tests in during the 2-year period.
- An evaluation score of at least 80% is required to automatically renew a certificate.
- If less than 80% is received on an evaluation, you will be required to redo the test and submit it for reevaluation. You will have 30 days to complete this.
- After the 30 days, certificates will expire for any incomplete reevaluations and Test Manager access to those testing protocols will be automatically removed.
- Certificates that are expired for less than 12 months, can be renewed by completing the steps indicating in the original evaluation.
- Certificates expired for more than 12 months, can be renewed by completing all course requirements.
- To expedite the renewal process, test writers can request Converus evaluations of any test written before their original certification expiration date.