# GCC Lab
## المفتبر الفليجي

# Certification Process
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### 1. Checking Prerequisites

Each GCCLAB Certification Scheme has specific education and a set of experience requirements. To determine which credential is suitable, applicant needs to verify all eligibility requirements for the different certifications and professional needs.

### 2. Prepare for the Exam

All certification applicants/candidates are responsible for their own study and preparation for the examination. A specific set of courses or curriculum of study is identified as part of the certification process. The completion of a course or program of study will significantly enhance the chance of passing a GCCLAB certification examination. Nevertheless, an equivalent competence is set an alternative option. For details, applicants/candidates need to refer to specific Certification Scheme Prerequisites.

### 3. Apply and Schedule the Exam

Candidates can contact GCCLAB Training Services at training@gccelab.com and must be physically present to take the exam.

### 4. Take the Exam

Candidates are required to arrive at least **30 minutes** before the start of the certification exam. Candidates arriving late will not be given compensatory time for the late arrival and may be denied entering the exam. All candidates are required to present a valid identity card such as a national ID card, driver's license, or passport to the invigilator. The duration of the exam varies according to the type of examination taken. Exam type is multiple choice of **100-120 questions** administered by authorized invigilator through an outsourced online exam platform service.

### 5. Receive Exam Results

Results will be available right after the scheduled online examination. However, GCCLAB needs to encode the grade manually, together with the results of the Technical Interview.  Subsequently, candidate will be provided with only two possible examination results: Pass or Fail, rather than an exact grade.

In case of a failure, the results will be accompanied with the list of domains where the candidate failed to fully answer the question. This can help the candidate better prepare for a retake the exam. Candidates, who disagree with the exam results, may file an appeal and/or complain by writing to info@gccelab.com. Resolution of the verified appeal/complain shall be made available

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within **7 working days** as per Complaint & Appeal Procedure **(IMS-PR-14).**

### 6. Apply for Certification

All candidates who successfully pass their certification exam are entitled to apply for the GCCLAB credentials they were examined for. Specific educational and professional requirements will need to be fulfilled to be GCCLAB certified. Candidates may require completing the initial Application Form **(IMS-FO-42)** that was provided by GCCLAB.  Lastly, upon submitting the initial application, a candidate can choose to pay online or be billed. In case the candidate needs additional information, he/she should contact Certification Division at certification@gcceleb.com.

The approval of the application occurs as soon as the Certification Division validates that candidate fulfils all the certification requirements regarding the credential that was applied for **(Knowledge Areas and Technical Interview).** An email will be sent to the email address provided during the application process to communicate the application status. If approved, certificate will be attached with Accompanied Letter **(IMS-FO-28)**.

### 7. Maintain your Certification

GCCLAB certifications are valid for **three to five (3-5) years** depending on the Certification Scheme Program. To maintain the certification, the Certified Person shall demonstrate that he/she is still performing tasks that are related to the certification. Alternatively, GCCLAB Certified Person shall maintain with the number of hours of approved training program on annual basis.  These shall come with related supporting evidence. Additionally, Certified Person shall pay the GCCLAB recertification maintenance fee.

A notification email is sent to our certified members, who are required to submit their Continued Education Hours (CEH) **three (3) months** before expiry date of their certification. Furthermore, Certified Person needs to submit all related documents **one (1) month** prior to certification expiry date. All documentation shall be then send to Certification Division at certification@gcceleb.com.