



## 15.0 QABA Policy and Procedure: Records Retention

The QABA® Credentialing Board has established a candidate records retention policy that defines how long types of applicant, candidate, and certificants records will be stored, retained and accessed easily by the QABA® Credentialing Board.

### Definitions:

**Candidate Records:** The necessary information on ABAT™ candidates and certificants.

**Transcript:** The record of the educational work, supervision completed and examination results maintained in the candidate records.

### Records:

The QABA® collects the following information on-line for candidates registering to take the ABAT™ Credentialing Examination:

- Candidate name;
- Address;
- Contact phone number;
- Social Security number;
- Transcripts;
- Credentials or licensing/certification verification;
- Verification of Supervision requirements;
- Professional Recommendations;

This information is kept permanently in secured, on-line files. The QABA® Credentialing Board also has hard copies for some candidate records, which are maintained in locked cabinets in a secure room in their offices. These records are also maintained permanently.

In addition, e-mail and other pertinent on-line information are maintained for a 5 year period.

Records will be disposed of according to the Customer Data Confidentiality Policy. It is in violation of this policy to dispose of any records named in the retention schedule above. If you believe you have accidentally disposed of, deleted or destroyed a record, please contact the Custodian of Records, [custodian@qababoard.com](mailto:custodian@qababoard.com), as the document may still be retrievable or salvageable, or may exist elsewhere as a copy. Your honesty in coming forward will have a significant positive impact on any disciplinary action taken, if any. If you know of anyone willfully disposing of or destroying any certificants records of the QABA® Board, you are under obligation to report these activities to the Custodian of Records. Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Failure to report known violations of this policy will be handled very seriously