



August 3, 2016

Policy Update for Delayed Included Reports

BACKGROUND:

The cost of a [Primary Service](#) (with the exception of the *New York Verification Service*) includes issuing one (1) copy of the final evaluation report to the applicant, and one (1) copy of the report to the recipient of the applicant's choice (e.g., a jurisdiction, an employer, an academic institution, etc). The report issued to the selected jurisdiction or other recipient is called the 'Included Report'.

The intention is that the applicant is aware of the intended recipient(s) of the Included Report at the time of application, or will be able to inform FCCPT before the completion of the service. If an applicant waits until after the service is completed to select a report recipient, additional staff time is required to issue the delayed Included Report. In some cases, the selected recipient may not accept the tool used for the evaluation (i.e. may require a retro tool based on year of graduation), and additional time is required for Re-evaluation to specific requirements – and the applicant may not have the same outcome as reported for the initial evaluation completed on the most current tool.

Therefore, FCCPT has instituted the following policy regarding requests for delayed Included Reports.

POLICY:

Applicants should apply for an Included Report before the completion of the service. If no recipient is selected at time of application ("None at this time"), applicants can notify FCCPT of a recipient for the Included Report, at no additional cost, for up to 6 months following the service completion date. If an applicant requests an Included Report AFTER 6 months from the service completion date, the applicant will have to apply for a Duplicate Report and pay the associated fee.

You can verify whether you have selected a recipient when you [log into your file](#). If you have not selected a recipient, you will see "NONE AT THIS TIME" next to your Included Report. Requests to add an Included Report recipient can be sent to FCCPT via fax. If you have any questions, please [contact us](#).