



Recertification Due Date Extension

Purpose

The purpose of this policy is to permit a one (1) year extension of the recertification deadline for certificants who have an unusual or extraordinary circumstance.

Policy

A certificant may be granted a one (1) year extension on renewal of their credential due to extraordinary or unusual circumstances.

To receive an extension, the certificant must submit, in writing at least thirty (30) calendar days before the date of recertification, an explanation of the circumstances preventing timely renewal of their certification. The Board of Directors will review the circumstances and the certificant will be notified if the extension has been granted.

If granted, the certificant will also be notified by the Board of Directors if there are revisions to the recertification requirements incurred by receiving an additional year to renew. The Board of Directors will also determine if an extension fee will be assessed.

The certificant's next recertification deadline will set to the number of years from the original recertification date specific to that credential. In no event will the certificant's recertification date be changed to one (1) year further out. Instead, the certificant may be permitted to carry over any unneeded CEU credits which are earned during the one (1) year extension. For example, if a certificant has earned twenty (20) CEU credits and is granted a one (1) year extension and earns thirty (30) CEUs during the one (1) year extension, thirty-six (36) of the CEU credits (or the amount required for the recertification of the specific credential) will apply to the first recertification period and, in this scenario, fourteen (14) may be credited toward the subsequent recertification period, which in this example has two (2) years remaining.

A recertification extension may only be granted once per certificant.

Because the recertification date for the certificant does not change in the CCPDT database, any certificant who is permitted to exercise this extension will be maintained in a separate database in The CCPDT headquarters office. Any CEU credits which will be carried over to the next recertification period will also be noted in the record.