



Recertification Late Submission

Purpose

The purpose of this policy is to describe how a certificant may submit a late recertification application.

Policy

An application for recertification may be submitted up to thirty (30) calendar days past the deadline if accompanied by a \$100 late fee, in addition to the recertification fee.

Recertification applications submitted more than thirty (30) calendar days past the deadline will not be considered unless prior written approval for an extension was granted by CCPDT. A copy of the extension approval letter must accompany the recertification application.

Regardless of when the application is submitted, the CEU credits claimed toward recertification must have been earned prior to the original recertification due date.

CCPDT reserves the right to refuse recertification applications that are not submitted with all the appropriate documentation and fees.

Please direct any inquiries regarding this policy to administrator@ccpdt.org.