



Recertification Due Date Extension Policy

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, at the discretion of the CCPDT Board of Directors. A recertification extension may only be granted once per certificant.

To receive an extension, the certificant must submit a written request no less than 30 days before the recertification application deadline. The request must include an explanation of the circumstances preventing timely renewal of the certification. The Board of Directors will review the request and the certificant will be notified if the extension has been granted.

If the extension is granted, the certificant’s recertification period will be reset to the number of years back from the new recertification deadline specific to that credential. All CEUs earned prior to the new recertification period will be forfeited and may not be applied to the new recertification period.

CPDT-KA / CPDT-KSA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Original Recertification Period	CEUs Available for Recertification					
Revised Recertification Period with 1 Year Extension	CEUs Forfeited	CEUs Available for Recertification				

CBCC-KA	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Original Recertification Period	CEUs Available for Recertification					
Revised Recertification Period with 1 Year Extension	CEUs Forfeited	CEUs Available for Recertification				

If the extension is not granted, the certificant’s current recertification deadline remains intact.

Extension requests received after the recertification deadline will not be considered.

Requests for extension should be submitted by email to administrator@ccpdt.org.