



## CertTEC® Recertification Policy

The CertTEC® certifications are valid for three years from issuance. Additionally as part of ISO 17024 Accreditation, CertTEC® must demonstrate the ability to locate and verify the status of each certification holder so contact information updates are also requested at recertification. The recertification requirement is 36 months for all CertTEC® certifications. The following are methods an individual may use to recertify:

- 1) Work Verification Method – verification of employment, accomplished by submission of a Work Verification Form, available on the CertTEC® website, documenting work in the area of certification in at least 12 of the prior 36 months. Information must include contact information of a knowledgeable authority (supervisor, manager, Human Resources representative) other than the Certification Holder for verification purposes. There is a \$10 administrative fee for recertified by the Work Verification method. Go to this [link](#) to fill out Work Verification form. Go to this [link](#) to make payment for using this method.
- 2) Alternate Method – accumulating a minimum of 18.0 Alternate Recertification Credits (ARCs) within the three-year certification period. Supporting documentation is required and will be subject to verification. ARC credits may be accumulated anytime during the three-year certification period by providing evidence of continued growth in the field as determined by the CertTEC® Certification Manager or designee. Activities which increase knowledge in the field of certification such as professional development activities (seminars, continuing education courses, trade conferences) and certification activities with approved providers, or any combination thereof are eligible for ARCs. Each approved activity is granted ARCs values based on the CertTEC® ARC table in the Certification Policy Manual. All alternate method activities must have been completed within the three-year recertification period to qualify. The fee for recertification by the Alternate Method is \$15. Go to this [link](#) to make payment for using this method.
- 3) Equivalent Knowledge Exam Method – certification holders may sit for an equivalent knowledge exam. The fee for this online examination is \$75. Go to this [link](#) to make payment for using this method.

Once an individual certification expires, the certification will be suspended and notification sent to the last known physical and email address. If the suspension exceeds 12 months, the certification will be withdrawn and an examination equivalent to the initial certification examination will be required for recertification.

Note: Upon verification of a completed recertification method CertTEC® will issue a new certificate.

CertTEC® developed the Recertification Policy to not only document procedures for renewal of the certification but to also suspend or withdraw certification, if necessary. This is important to maintain the integrity of the certification and to also ensure the candidate does not continue to represent themselves as certified after their certification has been suspended or revoked. Failure to resolve the issues that resulted in suspension, in a timely manner, results in withdrawal or reduction of the scope of certification. A signature on the Code of Conduct at the time of certification provides an enforceable arrangement with the certified person in the event of suspension or withdrawal of certification to help ensure the individual refrains from further promotion of the certification while it is suspended or withdrawn.