

MEMO

The following policy regarding an extension of time for applicants to meet the continuing education requirements for renewal of certification became effective on January 1, 2009.

1. **In all cases, an applicant must submit a renewal application and renewal fee before the date of certification expiration.**
2. If the Board determines that the applicant's continuing education requirements are not fully met, the Board may grant a three-month conditional certification if the applicant communicates to the board that there is not time before certification expiration for the requirements to be met.
3. Applicants, themselves, may request a three-month conditional certification beyond the date of the certification expiration in order to complete the necessary renewal requirements only if they submit their applications and application fees no later than 2 months before the date of certification expiration.
4. If the applicant has submitted the application and application fee in less than 2 months before certification expiration, the applicant is not eligible for conditional certification if all of the requirements are not fully met unless they meet the requirements of Fam 402.03.
5. If a conditional certification is granted and all the conditions are met before the end of the conditional certification period, an applicant's certification expiration date will become the date of expiration had the applicant renewed on time and the courses that were used to meet the conditions of the conditional certification cannot be used to meet the requirements for the applicant's next renewal application. If applicant does not meet all the conditions within the three months of the conditional certification, the certification will expire. In this case, if the applicant wishes to become certified again, the applicant must apply for reinstatement of certification under Fam 405 and pay the reinstatement fee of \$400.
6. Applicants for renewal can only be conditionally certified once unless they meet the requirements of Fam 402.03.