



## Policy 5.6 Late Renewal

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### Policy

Certificants who do not recertify on or before their expiration date may be granted one 30-day extension in which to recertify by continuing education without having to retake the applicable certification exam. Certificants must meet the CE or other professional activity requirements in their 4-year recertification cycle and cannot continue to accrue CE's during the 30-day extension. When a certificant successfully recertifies during the extension period, the original recertification expiration date is used to calculate the new certification cycle. Failing to recertify during the extension period will result in an expired certification and the certificant will need to retake the applicable exam to re-earn their credential. Recertification applications filed during an extension may be chosen for an audit and no refunds will be issued for unsuccessful recertification applications.

### Procedure

1. Certificant must contact BCEN via phone or email to request a 30-day extension. Contact must be made within 30 days of the credential expiration date.
2. BCEN will reinstate the candidate's certification with a temporary expiration date that is 30 days beyond the original expiration date.
3. Certificant must complete the application to recertify by continuing education before the reinstated certification expires.
4. After successful recertification, BCEN will update the certification to reflect an expiration date that is four (4) years from the original expiration date.
5. Certificants will receive an updated certificate and wallet card.