



Policy 5.6 Late Renewal

Policy

Certificants who do not recertify on or before their expiration date may request a late renewal. A late renewal will allow 30-days from their expiration date in which to recertify by continuing education (CE) 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 late period. Failing to recertify within 30 days of an expiration date will result in an expired certification and the certificant will need to retake the applicable exam to re-earn their credential.

There is a \$50 late fee and recertification applications may be chosen for an audit. No refunds will be issued for unsuccessful recertification applications.

Procedure

1. Certificant must contact BCEN via phone or email to request a late renewal and will be required to pay the late fee via phone. Contact must be made within 30 days of the credential expiration date.
2. After the late fee is processed, BCEN will provide access to a recertification by attestation application for the applicable certification.
3. Certificant must complete the application to recertify by continuing education within 30 days of their expiration date.
4. Certificants who successfully meet all program requirements will have their certification credential renewed for the following four (4) years and will receive an updated certificate and wallet card.

Created and Approved: February 2019

Reviewed and Approved: May 2019

Revised and Approved: May 2020