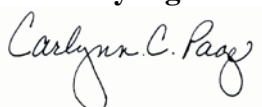




Policy	International Academies of Emergency Dispatch	Number 06-00002
Subject: Lapsed Certification Policy		Effective Date 01/04/2006
Authority Signature 		Revised Date 01/20/2010

Purpose:

The Academy will continue to send out recertification reminders. However, recertification is the responsibility of each member, as such, members are responsible to track their own expiration dates and Continuing Dispatch Education hours. **It is not the Academy’s responsibility to notify members when their recertification is due.** Academy certification is valid for **two years** unless revoked or suspended. Continued affiliation with the Academy requires support of the **Code of Ethics** and participation in the **Continuing Dispatch Education program (CDE)**. Recertification applications can be accepted as early as six months before expiration.

Effective January 1, 2009, to be eligible for recertification reinstatement when certification has lapsed, the following requirements shall apply:

Policy:

The recertification period for lapsed certification reinstatements will be two (2) years **from the original expiration date.**

Lapsed EMD, EFD or EPD certifications

1. A grace period may be given for a lapse of up to ninety (90) days.
2. For a lapse of over three (3) months but less than six (6) months, the individual shall:
 - a. meet all recertification requirements (24 hrs CDE, successfully complete recertification exam, pay \$50 recertification fee, complete recertification application. CPR certification is also required for EMD recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification; and
 - c. pay an additional \$15 reinstatement fee.
3. For a lapse of six (6) months to one (1) year, the individual shall:
 - a. meet all recertification requirements (24 hrs CDE, successfully complete recertification exam, pay \$50 recertification fee, complete

- recertification application. CPR certification is also required for EMD recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification;
 - c. pay an additional \$30 reinstatement fee; and
 - d. attend an eight (8) hour discipline-specific refresher course* taught by an Academy-certified instructor. Proof of attendance shall include an outline including a timeline of the refresher course. If multiple certifications have expired, the individual must attend an eight (8) hour refresher course for each discipline; or
 - e. attend day one (1) or day two (2) of an Academy-approved discipline certification course* conducted by Priority Dispatch Corp. for each expired discipline.
- 4. For a lapse of one (1) year to two (2) years, the individual must:
 - a. meet all recertification requirements (24 hrs CDE, successfully complete recertification exam, pay \$50 recertification fee, complete recertification application. CPR certification is also required for EMD recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification;
 - c. pay an additional \$45 reinstatement fee; and
 - d. attend 2 days of an Academy-approved discipline specific certification course* conducted by Priority Dispatch Corp. for each expired discipline.
- 5. For a lapse of over two (2) years, the individual is considered completely expired, and must take a **full 3-day Academy-approved certification course** for each expired discipline and pay the standard certification fee(s).
 - a. No exceptions will be made to this requirement.

Lapsed ED-Q certifications

1. A grace period may be given for a lapse of up to ninety (90) days.
2. For a lapse of over three (3) months but less than six (6) months, the individual shall:
 - a. Meet all recertification requirements (30 hrs CDE, successfully complete recertification exam, verify active case review performance, pay \$100 recertification fee, complete recertification application. CPR certification is also required for EMD-Q recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification; and
 - c. pay an additional \$30 reinstatement fee.
3. For a lapse of six (6) months to one (1) year, the individual shall:

- a. meet all recertification requirements (30 hrs CDE, successfully complete recertification exam, verify active case review performance, pay \$100 recertification fee, complete recertification application. CPR certification is also required for EMD-Q recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification;
 - c. pay an additional \$60 reinstatement fee; and
 - d. submit 25 example case review audio files and completed case evaluation records for Academy assessment. These cases must be randomly selected from the month immediately preceding the waiver request.
4. For a lapse of one (1) year to two (2) years, the individual must:
- a. meet all recertification requirements (30 hrs CDE, successfully complete recertification exam, verify active case review performance, pay \$100 recertification fee, complete recertification application. CPR certification is also required for EMD-Q recertification);
 - b. submit an **Expired Certification Waiver Request** form to the Board of Certification;
 - c. pay an additional \$90 reinstatement fee; and
 - d. submit 25 example case review audio files and completed case evaluation records for Academy assessment. These cases must be randomly selected from the month immediately preceding the waiver request.
5. For a lapse of over two (2) years, the individual is considered completely expired, and must take **a full 2-day Academy-approved certification course** for each expired Q discipline and pay the standard certification fee(s).
- a. No exceptions will be made to this requirement.

* Course attendance must be completed within 3 months of **Expired Certification Waiver Request** approval.