


<b>Policy</b>	<b>National Academies of Emergency Dispatch</b>	<b>Number 06-00002</b>
<b>Subject:</b> <b>Lapsed Certification Policy</b>		<b>Effective Date</b> <b>01/04/2006</b>
<b>Authority Signature</b> 		<b>Revised Date</b> <b>10/31/08</b>

**Purpose:**

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.**

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.