

## **DORMANCY OF AN ABC CERTIFICATION**

### **1. Scope**

Circumstances may dictate that a certificant is unable to maintain their certification for life changing events e.g., long term illness, military deployment, family care leave, maternity leave, or a leave of absence from the profession. Upon approval an ABC certificant may have their certification deferred to an inactive status, and later regain active status, without retaking the written examination(s). The term of the absence can be from a minimum of six months to a maximum of three years. Extensions may be granted upon request not to exceed the three-year maximum. Only one absence per life changing event will be granted. Dormancy is for active certificants only; Affiliates are not eligible for dormancy.

### **2. Requirements for Requesting Dormancy**

2.1 The certificant must be in good standing with the organization. All fees and recertification paperwork must be current at the time of the request.

2.2 The request should be made within 90 days of the life changing event.

2.2.1 Exceptions may be granted on a case-by-case basis as determined by the Board of Directors.

2.3 The certificant's contact information must be current.

### **3. Procedure**

3.1 The certificant must request the dormancy in writing to the Registrar using the Dormancy Request Form (09-1003F).

3.2 The Registrar will forward the request to the President.

3.3 The President may appoint a three-member Committee of the Board of Directors to review the request and make a recommendation to the Board of Directors to approve or deny the request.

3.4 The Board of Directors will decide by simple majority vote whether to approve or deny the request.

3.5 Dormancy will begin on the date of the life changing event.

3.6 The Secretary will notify the certificant of the decision (09-1001T). Notification may be via mail or e-mail. The letter will notify the certificant of the date of dormancy as well as the date that dormancy will end based on the decision of the Board of Directors. A copy of the letter will be submitted to the Registrar's Office.

**4. Inactive Status**

- 4.1 The certificant will continue to receive information from the Registrar and the website.
- 4.2 The certificant will be responsible for paying maintenance fees and returning signed Rules of Professional Conduct annually. Failure to do so may result in revocation of certification.
- 4.3 The certificant must request reactivation if the certificant returns to work status or the life-changing event is over prior to the end of the dormancy period. Failure to do so may result in an ethics complaint.
- 4.4 If any of the conditions are impossible due to military deployment or for other reasons, the certificant will be responsible for all back fees in order to regain an active certification.

**5. Return to Active Status**

- 5.1 To return to active status, the certificant must submit the Dormancy Reactivation Request Form (09-1004F) to the Registrar.
- 5.2 The Registrar will forward the request to the President.
- 5.3 The President may appoint a three-member Committee of the Board of Directors to review the request and make a recommendation to the Board of Directors to approve or deny the request.
- 5.4 The Board of Directors will decide by simple majority vote whether to approve or deny the request.
- 5.5 The Secretary will notify the certificant of the decision (09-1002T). Notification may be made via mail or e-mail. The letter will note the revised issued and certification expiration dates.
  - 5.5.1 The revised issue date will be the date the Secretary certifies the vote of the Board.
  - 5.5.2 The certification expiration date will be extended based on the length of the dormancy.
  - 5.5.3 A copy of the letter will be provided to the Registrar for inclusion in the certificant's file.
- 5.6 The Registrar will be informed by the President of the return to active status.
- 5.7 The certificant will be required to return the old certificate to the Registrar. If the certificant wishes to attain a new certificate with updated certification issuance and expiration dates, the certificant must request the certificate via the Dormancy Reactivation Request (09-1004F) and must pay the current certificate replacement fee. *See 09-08 Conversion of an ABC Certification.* Upon receipt of the old certificate, the Registrar will request that a new certificate be issued. *See Examination Scoring, Review and Notification (09-05).*

**6. Proficiency Testing for Fellows**

- 6.1 The ABC requires a successful proficiency test each year the certification is active.

6.2 The first proficiency test after a certification has been reactivated must be within one year of returning to active status.

6.2.1 The certificant may request an extension on the proficiency testing requirement. The request must be in writing to the Registrar's Office. *See 09-07 Proficiency Testing.*

## 7. **Records Retention**

7.1 The official records are retained in the Registrar's Office with the following schedule.

<b>Record</b>	<b>Retention</b>
09-1001T	5 years after a Certificant's status becomes inactive
09-1002T	5 years after a Certificant's status becomes inactive
09-1003F	5 years after a Certificant's status becomes inactive
09-1004F	5 years after a Certificant's status becomes inactive