

Dormancy Request

Dormancy of an ABC Certification may be requested for a life changing event that prevents a certificant from maintaining certification. Please note the following rules surrounding dormancy:

- Dormancy may be requested one time per life changing event and may be taken in one-, two-, or three-year increments. Extensions may be filed but shall not exceed three years total time. Each year of dormancy will extend your certification expiration date by one year.
- You may choose to claim points earned during the year of the life changing event. If you wish to claim points, your dormancy will not begin until January 1 of the next year. You must still file recertification paperwork by the applicable deadlines to have your points counted.
- During dormancy, a certificant must continue to annually submit the maintenance fee and signed Rules of Professional Conduct (09-0001F). Failure to submit both by March 1 of each year during dormancy may result in late fees.
- To have your certification reactivated you must complete a Dormancy Reactivation Request (09-1004F) within 60 days of your return to work. You will work with the Secretary to finalize your new certification expiration date however similar rules will apply to your return to work regarding claiming points.

Name:	Certificate #
Mailing Address:	E-mail address:
Date of Life Changing Event:	Length of Request
<input type="checkbox"/> I will be claiming points this year.	<input type="checkbox"/> 1 year
<input type="checkbox"/> I will not be claiming points this year and wish for my dormancy to begin on January 1 of this year.	<input type="checkbox"/> 2 years
	<input type="checkbox"/> 3 years
Description of Life Changing Event	

For ABC Use Only

In good standing	BOD Approval		Recertification	Dormancy Expiration:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Vote	Original Date:	