

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 absence can be in one-, two-, or three-year increments with 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 Rules of Professional Conduct 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 Executive Board.
- 2.3 The certificant's contact information must be current.

3. Procedure

- 3.1 The certificant must request the dormancy by submitting a request to the Registrar.
 - 3.1.1 The certificant will decide whether they will be claiming recertification points for the current calendar year of the life-changing event, or whether the current calendar year will be in dormancy. If the certificant chooses to claim points, they will be responsible for completing all recertification paperwork by the due dates.
 - 3.1.2 Each year of dormancy will extend the certification expiration date by one year.
 - 3.1.3 The certificant will notify the ABC of the year the dormancy is anticipated to end.
- 3.2 The request will be reviewed by the Registrar's Office. Requests for family leave, medical leave, military leave, leaving the field, and other similar circumstances will be approved.
 - 3.2.1 The Registrar may consult the Executive Board if circumstances are outside of the aforementioned list.
 - 3.2.2 If the certificant is requesting Dormancy in the same year that their certification expires and has earned sufficient points to recertify, the Dormancy will be approved for the new certification period. It will not extend the current certification expiration date.

- 3.3 Dormancy will begin on January 1 of the next year if the certificant is claiming points in the current year. If the certificant is not claiming points for the current year, dormancy will begin on January 1 of the current year.
- 3.4 The Registrar 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.

4. Inactive Status

- 4.1 The certificant will continue to receive information from the Registrar and will retain access to the Members Side of 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, without any late fees, in order to regain an active certification.

5. Return to Active Status

- 5.1 To return to active status, the certificant must submit a request to reactivate to the Registrar within 60 days of returning to work or the end of the life-changing event.
- 5.2 The reactivation request will be reviewed by the Registrar to ensure that the certificant has remained in good standing.
- 5.3 The Registrar will work with the certificant to determine a new certification expiration date.
 - 5.3.1 If the certificant chooses to claim professional development points in the year in which the certificant is returning to active status, that year will not be counted towards the dormancy and the new certification expiration date will be set accordingly.
 - 5.3.2 If the certificant chooses to not claim professional development points in the year in which the certificant is returning to active status, that year will be counted towards the dormancy.
 - 5.3.3 No dormancy will last longer than three years.
- 5.4 The Registrar 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.
 - 5.4.1 The revised issue date will be the date the reactivation request is received.

5.4.2 The certification expiration date will be extended based on the length of the dormancy.

5.5 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 and must pay the current certificate replacement fee. *See 09-08 Conversion to Emeritus, Name Change, and Certificate Replacement.* Upon receipt of the old certificate, the Registrar will issue a new certificate.

6. Records Retention

See Records Retention Chart (10-0501S) for the record retention schedule.