

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 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 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 by submitting the Dormancy Request Form (09-1003F) to the Registrar.

3.1.1 The certificant will decide whether they will be claiming recertification points for the year of the life-changing event or whether the 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 Dormancy Request Form will be forwarded to the Secretary.

3.4 The Secretary will submit the dormancy request to the Board of Directors for a vote. 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, 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 the Dormancy Reactivation Request Form (09-1004F) to the Registrar within 60 days of returning to work or the end of the life-changing event.
- 5.2 The Dormancy Reactivation Request Form will be forwarded to the Secretary.
- 5.3 The Secretary 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 Secretary will submit the dormancy request to the Board of Directors for a vote. 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 Secretary 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. Records Retention

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

Record	Retention	Location
09-1001T	The duration of the dormancy.	Secretary
09-1002T	The duration of the dormancy.	Secretary
09-1003F	Retain until certificant recertifies.	Records for individuals whose applications were received January 1, 2021 or later will be retained in Google Drive. Records for individuals whose applications were received prior to January 1, 2021 will be held in the Registrar's Office.
09-1004F	Retain until certificant recertifies.	Records for individuals whose applications were received January 1, 2021 or later will be retained in Google Drive. Records for individuals whose applications were received prior to January 1, 2021 will be held in the Registrar's Office.