

## **POST-CERTIFICATION REQUIREMENTS**

Upon certification, the Certificant must maintain certification by completing two requirements:

1. Payment of certification renewal fees
2. Acquisition of appropriate continuing education credits obtained and submitted within the current three-year cycle.

### **Below is a brief overview of the CEC process:**

1. Cycles for newly inducted Certificants begins on the January 1 prior to the date of induction.
2. Payment of certification renewal fee is required every three years.
3. All RIA continuing education is based on a three-year continuous cycle and based on contact hours.
4. To maintain certification, Certificants must accrue 32 contact hours of continuing education within a 3-year cycle by participating in education venues selected from approved CEC Categories.
5. Certificants are responsible for timely submission of Continuing Education Credits (CECs) using RIA's CEC Submission document.
6. Membership in RIA is not a requirement of certification.

## **CERTIFICATION CATEGORY DEFINITIONS**

### **APPLICANT**

An Individual who is applying for acceptance into the certification program.

### **CANDIDATE**

An Applicant who has been accepted into the advanced certification program becomes a "Candidate" and is pursuing the requirements necessary to achieve the advanced certification.

### **ACTIVE**

Certificants are officially certified, who have paid the renewal fee and submitted appropriate CECs during the 3-year-cycle will maintain an "**Active**" status and be considered a Active, practicing Certificant-in-good-standing. Active Certificants are practitioners within their chosen field of endeavor. Their contact information will be listed on RIA's Industry Referral site and they retain the right to use all certification marks and logos as per the association guidelines.

### **LAPSED**

Certificants who have not paid their certification renewal fee and/or submitted the appropriate 32 CECs by the end of their current three-year cycle will be moved to "**Lapsed**" status as of the first of the New Year. They will be given a five-month grace period (January 1<sup>st</sup> – June 1<sup>st</sup>) to comply and reinstate their "Active" status. Lapsed Certificants must meet the following reinstatement requirements:

- Payment of certification renewal fee every three years
- Payment of late fee
- Submission of the required continuing education contact hours (CEC)

### **INACTIVE**

Certificants who do not pay their certification renewal fee and/or have not submitted the appropriate CECs within the five month grace period will be moved to "**Inactive**" status on June 1 and will need to adhere to current reinstatement guidelines by calling the RIA office. Reinstatement will require payment of certification renewal fees, late fees submission of required CECs and retaking of the certification exam.

### **RETIRED**

Certificants-in-good-standing who are no longer active or practicing in the profession or using or marketing their credentials for monetary benefit. Those Certificants will be moved to a "Retired" status. Consultants, Trainers and Advisors are not considered "Retired."

### **DECEASED**

The certification number of those who have passed on will never be reassigned.