



## Renewal

**Policy:** Certified professionals must renew their credential on or before the expiration date.

### **Renewal Notice Process:**

1. The FCB will send out renewal notice/invoices two (2) months prior to the credential expiration date. Renewal fees must be paid and, if audited, CEU documentation must be approved no later than the date of expiration.
2. There is a 30 calendar day grace period for individuals who miss the renewal deadline. Certified professionals may renew an expired credential by paying the renewal fee, a \$30 late fee and submitting CEUs (regardless of audit status) no later than 30 calendar days after the credential's expiration date.
3. Individuals who DO NOT meet renewal requirements within 30-days of the credential's expiration date will be automatically placed on inactive status and must complete the FCB Reinstatement Process to re-certify. Please Note: Individuals earning a credential during a grandparenting/reciprocity period MUST pass the written test and meet any additional standards as part of the reinstatement process.