

IBFCSM RECERTIFICATION PROCEDURES

ANSI/ISO/IEC Standard 17024-12, Clause 9.6.2, requires recertification of individuals at intervals established by the certification body. IBFCSM has established a recertification process of 66 months that requires individuals to submit a completed Recertification Summary Report not later than June 30 of the calendar year following their fifth calendar year of certification or following the fifth calendar year of a previous recertification. Refer to the examples listed below to understand the IBFCSM Recertification Process.

Example #1 - Joe Doe initially certified in September of 2011, his five-year interval occurred in September 2016. John Doe must complete and submit his Recertification Summary Report to arrive at IBFCSM not later than June 30, 2017.

Example # 2 - Jane Doe initially certified in November of 2006. She submitted her initial Recertification Summary Report to arrive not later than June 30, 2012. Jane Doe must complete and submit her Recertification Summary Report to arrive at IBFCSM not later than June 30, 2017.

PROFESSIONAL PRACTICE (WORK EXPERIENCE)

Submit evidence of 7,500 hours (1,500 annually) of professional practice in the scope or field of certification.

CONTACT EDUCATION HOURS (CEHS)

Certified individuals must complete and document 50 CEHs or 50 clock hours in topics listed in the Examination Blueprint or Outline. One (1) CEH is equivalent to 50 minutes of training or education. All education hours require some type of written validation or documentation of completion. IBFCSM certified persons can use college credits that address exam outline topics to meet the IBFCSM CEH requirements. Each semester hour is equivalent to 10 CEHs. The following are acceptable as substitutes for CEHs:

Serving on an advisory panel of Certification Oversight Commission for the scope being recertified. Actual award can depend based on actual participation in Board Activities.	5 CEHS per year maximum
Item-writing for a certification examination in the scope being recertified or other examination related duties such as reviewing items or jurying finished items.	5 CEHS per year maximum
Attendance at a conference related to the scope being recertified provided that actual attendance can be verified. Additional CEHs can be earned by completing breakout sessions of pre-or post-conference classes that issue verification documents.	5 CEUS per year maximum

RECERTIFICATION EXAM

Certified persons may also opt take the current certification examination to fulfill the Recertification Requirement. Individuals taking the examination must pay the established exam fee and achieve a passing score. Certified person failing the examination will have their certification suspended until they meet IBFCSM recertification standards.

SUBMISSION OF RECERTIFICATION OF SUMMARY REPORT AND FEES

IBFCSM certified persons must document their own CEH credits and submit the online Recertification Summary Report by the due date established by IBFCSM. The Board will notify certified persons when their online Recertification Summary Reports are due. Certified persons must remit the published recertification fee of \$85 which is due at the same time as the **Recertification Summary Report**.

FAILURE TO SUBMIT THE REQUIRED RECERTIFICATION SUMMARY REPORT

Certified individuals failing to complete the Recertification Process by June 30 will have their Certification Suspended until the report is received. Failure to Recertify by August 31 will result in the Revocation/Withdrawal of Certification for failure to maintain standards.