

AHNCC REACTIVATION POLICY

May 27, 2011

Effective Immediately:

To reactivate certification within two years of the credentials expiration:

Certificants may submit a Reactivation Application up to two years after certification expiration and request reactivation of their certification. All requirements for reactivation (including the professional practice hours and the continuing education contact hours) must have been met during the five (5) year period *immediately* prior to the date of the Reactivation Application. Reactivation fees, *plus an* additional fee of \$100.00 must be submitted with the packet. **Incomplete applications will not be considered.** Credentials are renewed for a five-year period **from the date of approval**; they are **not backdated**. **Reactivation Packets can be found in the Documents Library.**

To reactivate certification after a two-year lapse of activity (i.e. more than two years after expiration):

If it has been more than two years since the certification expiration date, reactivation of certification is still possible. Applicants must meet the professional practice and the continuing education requirements during the five (5) year period immediately prior to submission of the Reactivation Application. **They must also retake the Certification Examination.** Applicants **will not be required to resubmit** the Application to Qualify or the Self-Assessment (previously called Qualitative Assessment). All applicable fees for testing as well as the reactivation fee of \$100.00 will apply. Credentials are renewed for a five-year period from the date of approval. They are **not backdated**. **Reactivation Packets can be found in the Documents Library.**