

Oklahoma Family Resource Coalition Policy on Inactive Status of Certification

The purpose of this policy is to allow young professionals, who are currently a certified Assistant, Practitioner or Specialist in the Oklahoma Family Resource Coalition, the opportunity to maintain certification but put it on *'hold'* (or vacation) when they take a *'stop-out'* from paid employment. (See #9 about *'grace'* period.)

1. There is a \$25 processing fee to change your certification status from active to inactive.
2. Membership in OFRC **must** be maintained annually during the inactive status period.
3. During the period of inactive status the individual cannot present themselves as a Certified Child and Parenting Assistant (CCPA), Certified Child and Parenting Practitioner (CCPP), or Certified Child and Parenting Specialist (CCPS).
4. During the period of inactive status the professional DOES NOT have to accumulate Continuing Education Units, CEU's.
5. There is no time limit to how long the inactive status can be in effect, but an individual can only make the request one time.
6. To request inactive status the member shall write a letter to the OFRC Administrative Director asking to be moved to inactive status. The letter should include the reason for the request, the certified person's permanent address (or an address at which the certified person can be reached during the time they are inactive), a current telephone number, a current email address and a check for \$25 (made out to OFRC). Any address, telephone or email changes must be sent to the OFRC office so contact can be maintained.
7. Reactivation of certification occurs when a letter is sent to the OFRC Administrative Director requesting the person's certification be returned to active status. Upon receipt of the request letter, the number of CEU's needed and annual certification fee will be prorated by the month. For example, if you request active status in November, beginning December 1 you will need to pay \$2.50 per month for the rest of the certification year, and earn 1.67 CEU's a month. [The certification year is July 1 to June 30.] In this example the certification annual fee would be \$17.50 and the CEU's needed would be 12 (11.69 rounded up).
8. The total cost to the individual to achieve inactive status is the one-time \$25 processing fee and the OFRC annual membership fee, currently \$35 for each year.
9. There is a *one year grace period* after the failure to renew certification, which means paying the annual fee (\$30) and providing documentation of CEU's.

Questions or inquiries about Inactive Status should be directed to the Administrative Director or the Certification Chair.

Policy approved 5/25/05

Oklahoma Family Resource Coalition Policy on Reinstatement of Certification

The purpose of this policy is to allow individuals who have been previously certified as an Assistant, Practitioner, or Specialist in the Oklahoma Family Resource Coalition, but have let their certification *lapse* beyond the one year grace period, be reinstated. The individual does not have to file a new complete application packet, meet any new certification criteria, pay the certification fee, or take the appropriate examination.

1. Reinstatement of Certification begins with a request by letter (or e-letter) to the OFRC Administrative Director to be considered for reinstatement, providing the previous level of certification, the last year the individual was certified and whether their OFRC membership was maintained. The Certification Review Committee makes the final decision about reinstatement based on a review of the documentation.
2. The reinstatement fee is \$55, the cost of a year's membership and the annual certification fee.
3. When applying for reinstatement the Certified Child and Parenting Assistant (CCPA), Certified Child and Parenting Practitioner (CCPP), or Certified Child and Parenting Specialist (CCPS) individual needs to provide documentation of 20 CEU's earned in the past year (July 1 to June 30).
4. Documentation of current membership in a second professional organization relevant to certification, besides OFRC, is required.
5. If the individual has earned additional degrees and would like to upgrade their certification from Assistant to Practitioner or Practitioner to Specialist, documentation of their degree is required and the additional information requested in the application packet must be provided. The individual would need to take the Cross-over exam and pay the difference in the certification application fee.
6. If the individual has maintained their membership in OFRC, the reinstatement fee and CEU'S will be prorated. [The certification year is July 1 to June 30.] CEU's earned would be 1.67 per month times the number of months remaining in the current year, multiplied by the prorated monthly annual certification fee of \$4.58 per month. For example, a previously certified OFRC member reinstating in November, would pay \$4.58 times 7, \$32.00, and have to have 12 CEU's.

Questions or inquiries about Reinstatement of Certification should be directed to the Administrative Director or the Certification Chair.

Policy approved 5/25/05