

**OKLAHOMA FAMILY RESOURCE COALITION**

**OFRC CERTIFICATION POLICIES**

**Policy #1**

**REQUIREMENTS FOR RENEWAL OF  
CHILD AND PARENTING CERTIFICATES**

The Oklahoma Family Resource Coalition has established the following criteria for recertification of the *Child and Parenting Assistant*, *Child and Parenting Practitioner*, and the *Child and Parenting Specialist*. The Certification Review Committee (CRC) will review the recertification documentation provided by the individual and will have the authority to renew the certification or to deny recertification based on the following criteria.

(Original document 1995 by CRC; modified 2010 by CRC)

**FEES**

**Certificate renewal fee.**

Certified individuals will pay the required renewal fee of \$30 when they apply for recertification. The Administrative Director sends out renewal notices at the beginning of June and the annual fee is due by July 30<sup>th</sup>.

**Method of payment.**

Any remittance submitted in payment of a required fee must be in the form of a check or money order. In the event of a returned check, our costs will be added to the fee payment which then must be made with a cashiers check or money order.

**Fees non-refundable.**

Fees paid by applicants are non-refundable.

**Review of fees.**

The CRC shall make periodic reviews of its fee schedule and make any adjustments necessary to provide funds to meet expenses.

**CONTINUING EDUCATION**

**Number of hours required.**

Certified individuals shall complete and furnish documentation of twenty (20) clock hours of acceptable continuing education (CEU's) to the Certification Review Committee annually by July 30<sup>th</sup>. If all of the 20 CEU's have not been earned in the last year the number of CEU's needed can be carried over for one year (which is the grace period) and submitted anytime during the next year. Forty (40) CEU's will still be needed in a two year period.

### **Acceptable continuing education.**

- Acceptable continuing education must be in **any** of the following substance areas:  
Child Development  
  
Parent Education  
  
Family Studies  
  
Early Childhood Education  
  
Developmental Psychology  
  
Special Education  
  
or education substantially related to this certification
- Is presented by a Child and Parenting Practitioner, Child and Parenting Specialist or other persons licensed or certified by other child, parenting, or family professions.
- Is presented by a qualified (based on professional credentials, license or certification) member of a field (i.e. medicine or law) not directly related to child and parenting. The content of the presentation must be relevant and fall within the presenter's area of training.
- Takes place in the context of an academic course, in-service training, institute, seminar, workshop, conference or a Certification Review Committee approved correspondence course. One academic hour earned is equal to fifteen (15) clock hours.

### **Continuing education accrual from teaching.**

Continuing Education may also be accrued when the certified individual teaches in programs such as institutes, seminars, workshops, and conferences that are presented to professional **peers**. The subject must be related to the substance areas listed above and the teaching must not be required as part of regular employment.

### **Professional audience.**

Continuing education, whether received or presented by the certified individual, must be targeted toward a professional audience.

### **Documentation of attendance.**

The certified individual shall retain verification of attendance documents for CEU hours claimed for a period of four (4) years after submitting the information to the Certification Review Committee.

Acceptable Continuing Education verification of attendance documents are:

- An official Continuing Education validation form furnished by either OFRC or the presenter.

- A letter on the sponsoring presenter's letterhead giving the name of the program, location, dates, subjects taught, total number of hours attended, participant's name, and presenter's name and credentials.
- An official transcript showing course or audit credits.
- A letter from the sponsoring agency inviting the person to teach. It should be written on letterhead giving the name of the program, location, dates, subject taught, and total number of hours taught.

### **Responsibility.**

The certified individual is ultimately responsible for providing or arranging for the training sponsors to provide the information necessary for the Certification Review Committee to make a determination of the suitability of the program for Continuing Education requirements.

### **Submission of Continuing Education record.**

Certified individuals shall submit a Continuing Education record (not individual verification of attendance documents) with the recertification fee. OFRC will furnish a Continuing Education record form to the certified individual; it is also available on the OFRC website.

### **Audit of Continuing Education submissions.**

Periodically the CRC will randomly select ten (10) percent of the number of certified individuals from the previous year for an audit of their claimed Continuing Education credits. These selected individuals must then provide the CRC with verification of all credits claimed on their Continuing Education record within sixty (60) days following receipt of the audit notice. The CRC may, at its discretion, audit and require verification of any credits claimed which it may consider questionable or fraudulent.

### **One year Grace Period to renew certification and provide CEU'S.**

The certified individual has one year after renewal was due to send in the annual fee and 20 CEU's.

### **Penalty for failure to submit Continuing Education.**

Failure to fulfill the Continuing Education requirements by the recertification date renders the certificate in suspension and forfeits the individual's right to represent themselves as a Certified Child and Parenting Assistant, Practitioner or Specialist, to use the certification initials following their signature and to wear the pin that signifies their certification. The individual has 12 months from the date of suspension to become reinstated. If not reinstated, the certificate shall be revoked.

### **Penalty for submission of fraudulent Continuing Education.**

The submission of fraudulent Continuing Education hours will be reviewed by the CRC for disciplinary action and may result in suspension or revocation of the certification.

## **PROFESSIONAL ORGANIZATION MEMBERSHIP**

### **Proof of membership for recertification.**

The certified individual must submit proof that they are an individual member of a professional organization that is relevant to their certification. This may be done by furnishing a copy of a membership card, receipts, or other official documentation.

### **Appropriate professional organizations.**

The certified individual may be required to furnish the Certification Review Committee an explanation of the organization's purpose and goals if there is a question of the relevance of the organization. This may be accomplished by furnishing the CRC an organization's periodical, newsletter, or a statement of the purpose of the organization. Recertification is contingent upon membership in an appropriate professional organization.

## **CERTIFICATE RENEWAL AND REVOCATION**

### **Reminder of grace period ending.**

A notice of the potential certification expiration will be mailed to the certified individual's last known address 45 days prior to the end of the grace period date.

### **Failure to renew.**

If the certified individual fails to renew his/her certificate by the expiration date, he/she will be mailed notification at last known address regarding:

- Suspension of the certification and forfeiture of the right to represent themselves as a certified individual, to use the certification initials following their signature, display their certificate, or to wear the pin that signifies their type of certification.
- The certified individual has the right to renew the certificate by payment of the renewal fee plus the late renewal fee, and fulfillment of all other renewal requirements for up to one year following the grace period.

### **Return of certificate and pin.**

If the certified individual does not renew the certificate within the one (1) year renewal period, the certificate and the pin must be returned to the Administrative Director.

### **Reinstatement.**

It shall be the responsibility of the former certified individual to apply for reinstatement of certification. See separate policy at the end of this document.

## Policy #2

### REQUEST FOR RECONSIDERATION

#### AND APPEALS PROCESS

(from original certification packet – pink section – with modification)

1. Any applicant or individual who has been denied certification, maintenance of certification or reinstatement of certification by the OFRC may request reconsideration of the decision in writing to the Executive group. This letter must state the reason(s) why the applicant believes the decision is inappropriate and may include any additional information which the applicant believes may show his/her qualifications to be adequate. The request must be made within 30 days from the date of the denial letter.
2. Requests for reconsideration of the applicant's application or individual's request letter will be assigned to a new Certification Review Committee (CRC) – now called the **Appeals Committee**. Reconsideration of the request shall occur as soon as the Appeals Committee can convene.
3. The applicant or individual shall be notified by the Administrative Director in writing at least four (4) weeks in advance of the appeal date.
4. Meetings related to the appeals or reconsideration shall, as a general rule, be closed meetings except when the applicant or individual, whose case is being considered, requests in writing that the meeting be open.
5. All decisions of the Appeals Committee shall be by majority vote and are final.
6. The applicant may challenge the specific composition of the Appeals Committee on grounds of conflict of interest in a specific case by writing to the President of OFRC.

Approved: 3/5/2010 CRC; Board approved 3/9/2010.

## Policy #3

### OFRC Certification

#### Ethical Violations Procedures

When it is brought to the attention of the Certification Review Committee (CRC), OFRC Board or Administrative Director that an individual has violated their ethical responsibility, the following procedures will be followed.

1. Investigate and obtain factual information about the reported ethical violation. This will include talking directly to the individual. There may be two different perspectives that will have to be reconciled.
2. In conversation with the individual, remind them of their ethical responsibility and ask them to refrain from the behavior in question.
  - a. If it is a case where the person has been certified, but did not renew in the last one year this is considered a 'grace' period and they can renew their certification.
  - b. If the individual has neglected to renew beyond that one year, the individual would need to follow the *Recertification* policy. The letter asking to be recertified would need to include reasons or explanations about why the person did not maintain their certification. After review by the CRC, the OFRC Board will either agree or disagree with the decision of the CRC about recertifying. The Board's decision stands.  
The individual can then follow the appeal policy (see other policy.)
3. If the unethical behavior in question continues, a letter will be sent to the person by registered mail, asking them to stop.
4. At this point, if the unethical behavior does not change, a letter will be sent to the person's employer or supervisor by registered mail telling them of the unethical behavior of their employee.
5. The final step would be that the individual's membership and certification in OFRC would be revoked. Two-thirds vote of the members of the OFRC Board is needed for revocation.

**Form for Reporting of Ethical Violations of OFRC members and certified individuals.** (See following page.)

Approved: 3/9/2010 by OFRC Board

## Confidential Report Form

### Ethics Violation

The information on this form is confidential and will **not** be shared with anyone besides the Executive Group of OFRC and the Certification Review Committee.

Date:

Name of Person:

Employment Agency and position:

Name of person who is believed to have committed an ethical violation:

Describe the incident(s) you have observed that would be considered an ethical violation of certification. Be sure to include: date, time, place of incident, other people present that could be contacted for verification. Copies of printed material that could be used for verification can be attached.

Signature: \_\_\_\_\_

Are you a member of OFRC? Yes \_\_\_\_ No \_\_\_\_

Are you certified by OFRC? Yes \_\_\_\_ No \_\_\_\_

Date your certification expires: \_\_\_\_\_

Contact information: email, cell phone, telephone at work or home:

Dated: 3/9/2010

## Policy #4

### 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 decision about reinstatement based on a review of the documentation. The Executive group of the OFRC Board reviews the CRC decision about reinstatement and the documentation provided by the individual; they either concur or disagree with the reinstatement. If necessary there is an appeal process for the individual requesting reinstatement.
2. The reinstatement fee is \$65, 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 full 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 3/5/2010



## Policy #5

### 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 (or e-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 (or e-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