

Policy: Certification Renewal

POLICY NUMBER: 402

APPROVAL DATE: 10-16-2019

EFFECTIVE DATE: 10-16-2019

PRIOR POLICY DATE: 12-17-2006, 06-05-2008, 01-01-2016, 08-12-2016, 09-20-2018

RESCINDED: N/A

PURPOSE: To describe policy and process for renewal of Certified Driver Rehabilitation Specialist (CDRS®) certification.

POLICY: Certification as a driver rehabilitation specialist will be valid for a period of three years. To be eligible for re-certification, the individual shall complete 30 approved contact hours during their three-year certification period.

CERTIFICATION RENEWAL PROCESS:

1. Upon successful completion of the CDRS® examination, certificates and use of the credentials, CDRS®, will become effective immediately upon official notification of passing score.
2. The three-year renewal period for collection of continuing education credits will begin immediately following official results notification of successful examination passing, through the 3rd year from the effective date.
3. Ongoing certification collection of continuing education credits shall be in effect for a period of three (3) calendar years.
4. CDRS® certificates shall become effective January 1st of the year following official notification of successful completion of the renewal process and will expire on the last day of the third year from the effective date.
5. Applicants for renewal must complete a renewal application and pay a renewal fee as posted on the renewal section of the ADED website.

RENEWAL REQUIREMENTS: Renewal applicants must have earned at least thirty (30) approved contact hours during the renewal period. Refer to ADED Policy # 403, *Contact Hour Activities*, for approved educational programs and activities accepted for renewal. Refer to ADED Policy #406, *Contact Hour Approval*, for the policy and process to obtain approval for education not previously approved.

RENEWAL FEES: The renewal fee shall be determined by the executive office and posted on the renewal section of the website and in the renewal instructions. All fees shall be submitted in US dollars and are non-refundable. Renewal fees must be received by the renewal deadline; failure to pay renewal fee will subject the application to be incomplete.

RENEWAL REVIEW PROCESS:

1. Applications for renewal must be received by November 1st, but no later than December 31st. All applications received after November 1st shall be considered **late** and are subject to audit and late fees. Applications not received by December 31st shall be considered a **non-renewal** and the certificate **expired**. The applicant will be ineligible to use the CDRS credential until the credential has been reinstated.
2. Applicants meeting the requirements for renewal shall receive a certificate which shall be in effect for a three (3) year period.
3. Every effort will be made by the ADED executive office to notify certified individuals who are due for renewal of that requirement during the year prior to the renewal deadline. Notifications will occur in the spring as to allow appropriate time to gain renewal contact hours throughout the remainder of the year and to prepare for the renewal process.
4. It is ultimately the certified individual's responsibility to know when their certification expires and to obtain recertification information prior to expiration.

5. Renewal information will be made available through the ADED website and will include renewal application form and applicable policies.
6. Each application will be reviewed for completion by the ADED executive office. Incomplete applications will be identified, and the applicant will be notified in writing within 3 business days with request to submit the additional required information.
7. Failure to pay for application at time of submission will render that application incomplete until payment is received.
8. Following the November 1st deadline, the ADED executive office will submit a list of all scheduled renewals to the certification committee co-chairs for review and approval to proceed. The data sheet will include the individual's certificate number, date of renewal receipt and list of those selected for random and mandatory audits. The list will also include those that have not yet renewed.
9. Following approval and consent to proceed, the executive office will issue certificates to those who have submitted their renewal within the deadline and have not been selected for audit. The certificates will contain electronic signatures of both certification committee co-chairs and official CDRS® seal. Certification renewal notifications and certificates will be mailed to all approved applicants by December 15th. Additionally, those that have successfully renewed (or obtained certification) will receive, via online portal, a digital portfolio containing: CDRS® logo icon, unique URL with embedded macro data, digital certificate, and digital wallet card.
10. For those in need of replacement certificates, they will be made available in a print-friendly version through the portal.

AUDIT PROCESS:

1. A random audit of 15% of applications submitted by the November 1st deadline will be completed. All applications received after November 1st will be subject to audit.
2. A mandatory audit shall be conducted for current certification committee members and credentialed ADED staff during their renewal year.
3. The executive office will contact the applicants selected for audit and request supporting documentation and proof of their reported continuing education activities listed in the application.
4. Audit application packets will be received by the executive office and prepared for review. The certification committee will be responsible for conducting a review of all audit packets.
5. Audit application packets will be reviewed by at least one certification committee co-chair and at least one certification committee member to ensure that the applicant has met all renewal criteria as detailed in *Policy 403/Contact Hour Activities*. Certification committee members shall recuse themselves from auditing their own renewal during a mandatory audit process.
6. One certification committee co-chair will provide the executive office with a list of those audit packets that have passed and are eligible for renewal. The executive office will proceed with processing and distributing updated certificates.
7. A certification committee co-chair will provide the executive office with request for additional information should that become necessary to complete the audit. The executive office is responsible for communicating directly with the renewal candidate and maintains copies of all correspondence in the applicant's certification file. All requests for additional information will have a deadline date by which the applicant must submit.
8. If an audited applicant does not meet renewal criteria, that applicant will be notified in writing of the reason for denial, signed by a certification committee co-chair. The applicant will have an opportunity to submit additional information if requested. The executive office is responsible for distributing the denial notice to the applicant and maintaining copies of all correspondence in the applicant's certification file. All requests for additional information will have a deadline date by which the applicant must submit.

APPEAL PROCESS:

1. A written request for an appeal of a renewal denial shall be made to the certification committee within two (2) months of receipt of the committee's evaluation of the renewal application.
2. An appeal request shall contain the reasons for the appeal and any additional information or clarification of previously submitted materials which may have a bearing on the committee's decision.
3. A letter shall be forwarded by the certification committee to the applicant upon receipt of an appeal request stating that their certification shall be considered as active until a decision has been made by the Past Presidents Council who shall review the appeal.
4. The appeal request will be forwarded to the current past president for review by the Past Presidents Council.
5. The Past Presidents Council will convene to review the appeal request and provide a decision to the applicant within two (2) months following initial receipt of the appeal to the certification committee.
6. A copy of the correspondence will be provided to the executive office for inclusion in the applicant's certification file.
7. The results of the Past Presidents Council decision on an appeal shall be considered final and binding.

NON-RENEWAL:

1. Failure to renew certification or rejection of a renewal application by the certification committee shall cause the certification to **expire**. This includes prohibition against using the CDRS® credentials or the CDRS® logo in any communication or promotional materials.
2. There shall be a two (2) year maximum time limit from the expiration date noted on the certificate in which reinstatement may take place.
 - a. There shall be an additional ten (10) renewal contact hours required for each year the certificate has expired up to the maximum of two (2) years.
 - b. The additional hours required for reinstatement will retain the restrictions as those for the 30 contact hour restrictions. (i.e. non-driving related hours limited to 6 with relevance statement; 8 hours for online courses.) There will be no hours pro-rated in those limited categories.
 - c. There shall be an additional financial penalty assessed per year of expiration; that penalty will be published on the website and reinstatement instructions.
3. Once certification reinstatement is approved, the renewal cycle will resume with certification renewal at three (3) years.
4. If certification reinstatement application is not received within the two (2) year grace period, it will be necessary for the applicant to reapply to sit for the CDRS® examination. All certification eligibility requirements, supporting documentation, fees and successful completion of the examination shall be required to reinstate certification.