

CPD Reinstatement Procedures

If your CPD credential lapsed and you wish to return to the program, you're required to go through a reinstatement process.

Lapsed CPDs have 18 months from the date their credential expired to go through reinstatement for the missed cycle to avoid sitting for the examination again. If your reinstatement packet has been accepted and you're placed back into the CPD program, you'll be required to comply with the recertification requirements in addition to earning the missed CEUs from your reinstatement requirements. You can review the sample timeline at the end of this document. Failure to go through reinstatement within 18 months of your credential expiring will require you to sit for the examination to earn the right to use the credential again.

Follow the steps below to comply with the reinstatement procedures.

STEP 1: Notify the Certification Department

Email certification@aspe.org or call 224-217-9016 to notify the department that you'll begin the process of reinstatement.

STEP 2: Fulfill the Continuing Education Requirements

Lapsed CPDs must supply proof of the 2.4 CEUs or 24 hours of continuing education earned since the cycle began. CPD cycles begin on May 1 and end 24 months later on April 30. This means that a former CPD credential holder must earn the 2.4 CEUs or 24 hours with proof of certificates while adhering to the requirements of CPD recertification. Requirements are always on aspe.org/CPDRecert, but a minimum of 1.2 CEUs or 12 hours must be from ASPE, an ASPE Chapter, or an approved ASPE CEU Provider. **PLEASE NOTE:** *any hours earned during the reinstatement period are not eligible to be used for future recertification periods, and you'll be required to submit an additional 2.4 CEUs or 24 hours to fulfill the recertification requirements.*

STEP 3: Compose a Memo of Understanding

Another step in completing the reinstatement procedure is composing and signing a memo stating that any hours you earned through the reinstatement process will not be used for future or current recertification periods. This memo, written to the CPD Committee, must be signed and included in your reinstatement packet.

STEP 4: Submit Reinstatement Fee

Visit aspe.org/CPDRecert to find the reinstatement fee and submit payment online.

STEP 5: Submit the Reinstatement Packet to the Certification Department

Once you've compiled all 2.4 CEUs into one PDF and your signed memo, please email this to certification@aspe.org for review and processing. You will be notified within 10 business days of the status of your reinstatement packet and if further information is requested of you. If your reinstatement packet has been accepted, any hours earned through ASPE will be back-dated so you won't be eligible to use those credit hours in the future for recertification purposes.

How can you easily earn CEUs to fulfill the 1.2 CEUs minimum from ASPE, an ASPE Chapter, or an approved ASPE CEU Provider? ASPE hosts live webinars and also has an extensive list of archived webinars in our catalogue, many of which are free to ASPE members. ASPE offers a new Read, Learn, Earn article every month where you can earn 0.1 CEUs, which are FREE to ASPE members (\$35 to nonmembers). (Find out more about becoming a member or renewing your ASPE membership at aspe.org/join.) Also, approved ASPE CEU providers offer dozens of courses that would meet the requirements.

TIMELINE EXAMPLE

Joe Engineer's CPD began May 1, 2016 and expired April 30, 2018, but he didn't earn 2.4 CEUs during this time. Joe has until October 31, 2019 to submit his CPD reinstatement packet and submit payment. Joe submits 2.4 CEUs (24 hours) that are compliant with the recertification policies in July of 2018, and they are accepted. Joe must now earn an additional 2.4 CEUs that are compliant with the recertification policies before April 30, 2020, when his next cycle ends.

