RETIRED STATUS POLICY

COVERAGE
This policy applies to all Erosion Sediment Control Association of Canada (ESCAC) certification programs.
- CPESC® - Certified Professional In Erosion and Sediment Control™
- CPESC-IT® - Certified Professional In Erosion and Sediment Control In-Training™
- CPSWQ® - Certified Professional In Storm Water Quality™
- CESSWI™ - Certified Erosion, Sediment and Storm Water Inspector™

POLICY STATEMENT
This policy provides a basis for allowing retired individuals to continue their certification legacy at a nominal fee without professional development hour requirements.

BACKGROUND
ESCAC has been asked to provide a retired status option for certificate holders.

PURPOSE
ECSCAC recognizes that certificate holders retire or no longer work in the environmental field but wish to retain the prestige of their certification.

DEFINITIONS
Active Status - A person holding an ESCAC certification who is current on PDHs and renewal.
Retired Status - A person holding an ESCAC certification who is maintaining association with ESCAC but who is no longer active.

RESPONSIBILITY
The ESCAC Executive Director is responsible for maintaining this policy including the following actions:
- Updating certificate holder status in the certification management system (CMS).

Certificate holders are responsible for:
- Requesting a change in status in writing to ESCAC staff.
- Maintaining Retired Status through payment of yearly renewal fees.

PROCEDURES
ESCAC has established the following requirements and procedures for the Retired Status registrant category:

1. A certificate holder must request a change in status by written request to the ESCAC Chief Operations Officer to obtain Retired Status. The registrant will receive communication informing him/her of the change in status and renewal fee amount.
2. The Retired Status certificate holder shall pay an annual renewal fee for retired professionals.

3. Once an Active Status certificate holder elects the Retired Status, the Retired Status holder cannot use his/her certification for any business purposes or consulting purposes. He/she can use the certification name along with his/her name only if it is written as follows;
   - CPESC, Retired
   - CPSWQ, Retired
   - CESSWI, Retired
   During the period of time a registrant is in the Retired Status they may not use the Certification acronym or Certification number in any way except as stated above.

4. Any certificate holder that has been granted Retired Status and then wishes to return to Active Status will need to appeal to ESCAC again to become certified. ESCAC will inform the certificate of one of the following decisions;
   a. Full reinstatement upon payment of the reinstatement fee
   b. Full reinstatement upon entering of PDHs for the period in Retired Status and payment of the reinstatement fee
   c. Perform a specified number of professional development hours (typically 1 year)
   d. May be required to pass the current exam if the time has been greater than ten (10) years

5. Reinstatement fee and professional development hours.

6. Once entering into the ESCAC Retired Status the certificate holder must agree to allow ESCAC to add their name to the website registrant directory as a Retired Professional.