CERTIFIED PROFESSIONAL REINSTATMENT 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 standardized basis for allowing certified professionals who have let their certification expire to reinstate and to continue their certification.

PURPOSE
ESCAC recognizes that certified professionals from time to time due to unforeseen circumstances allow their ESCAC certifications to expire. This policy provides a standardized method to have an ESCAC certification reinstated.

DEFINITIONS
Active Status – The Certified Professionals certification(s) are clear and in good standing.

Expired Status – The Certified Professionals certification(s) has not been renewed and is past the thirty (30) day grace period. While in this status, the Certified Professional does not have the right to use their certification in practice. To have their certification(s) renewed they must go through the ESCAC reinstatement procedure.

Inactive Status – The Certified Professionals certification(s) has been placed in a “holding” state voluntarily by their written request. If the Certified Professional wishes to be reinstated to “Valid” status it must be done within five (5) years or professional status will be changed to terminated.

RESPONSIBILITY
ESCAC Executive Director:
- Review all requests for reinstatement and shall email the certified professional the results of the review
- Update status of certification in the Online Directory/Online Member Account.
- Assist Certified Professionals if status changes are requested

Certified Professionals:
- Requesting reinstatement in writing (email acceptable) to ESCAC Executive Director
- Completing required makeup PDHs, updating their profile including professional experience and payment of all reinstatement and renewal fees including late fees
- Maintaining Active Status through payment of yearly renewal fees and earning of required PDHs
HISTORY
In the past once a certified professional failed to pay renewal fees or earn the required PDHs they were placed in suspension and had their certifications revoked three years later unless they successfully appealed to the certification council. The BOD recognized that this system was flawed and offered a onetime reinstatement program allowing revoked or expired certified professionals to be reinstated by paying a reinstatement fee and providing proof of continued experience and learning in their certificate related field. The BOD has requested that a standing policy be developed to allow reinstatement on a continual basis.

PROCEDURES
ESCAC has established the following requirements and procedures for reinstatement:

1. A certified professional must notify the ESCAC Executive Director in writing of their request to have their certification(s) reinstated (email acceptable).
2. The ESCAC Executive Director/BOD shall review each request and establish reinstatement requirements based on the following:

<table>
<thead>
<tr>
<th>TIME CERTIFIED PROFESSIONAL EXPIED</th>
<th>REinstatement FEES</th>
<th>Reinstatement INFORMATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 days to 1 year</td>
<td>Reinstatement fee, 1 year renewal fee, and 1 year late fee</td>
<td>Email all required PDHs since last renewal payment to ESCAC</td>
</tr>
<tr>
<td>1 year to 5 years</td>
<td>Reinstatement fee, 2 years renewal fee, and 2 years late fees</td>
<td>Email all required PDHs since last renewal payment to ESCAC</td>
</tr>
<tr>
<td>5 years to 10 years Reviewed on a case by case basis by Executive Director/BOD</td>
<td>Reinstatement fee, 3 years renewal fee, and 3 years late fees</td>
<td>Email all required PDHs since last renewal payment to ESCAC</td>
</tr>
</tbody>
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3. ESCAC Executive Director/BOD shall track and monitor each certified professional’s reinstatement progress and notify them if the reinstatement requirements have been met or incomplete.
4. Any certified professional requesting reinstatement who is not able to meet these obligations must contact the ESCAC Executive Director/BOD who will decide upon a course of action.

RELATED DOCUMENTS
Retirement Policy (reinstatement for those in Retired status)