



RENEWAL OF QUALIFIED INSTRUCTOR CERTIFICATION

General:

- Certifications are issued with a June 1st expiration date.
- Renewal applicants must continue to meet the base requirements of the original certification.
- Certified Qualified Instructors may renew their certification once (6-year period total) without having to retest for certification. The second renewal requires retesting but does not require attendance at the Examination Prep session, however attendance at this session can count towards the training required for the Certification renewal.
- Renewal applications including required documentation and fee payments should be received by the PRCA on or before January 15th of the year of the expiration of the Certification, or by such extended date that the CEB may set on a year by year basis. Failure to meet the set deadline may result in delays in re-certification or the withdrawal of the Certification.
- Any expired certification can be renewed within one year of the expiration for the balance of that certification cycle (e.g. nine months late would result in a renewed certification period on only 2 years and 3 months).
- Failure to submit the necessary documentation may result in a delay of re-certification, the withdrawal of the certification and removal from the website listing for Certified Qualified Instructors.
- Renewal fee \$100.00 unless using option 3 below.

Renewal Requirements:

1. All applicant must Submit the renewal application, documentation and payment of renewal fees or evidence of choosing option 3.
2. All Supervisor Endorsement applications and/or Supervisor Endorsement renewal applications and attendant fees should be submitted with the Certification renewal application.
3. Required renewal documentation:
 - Option 1: Applicant must provide evidence of receiving 3.2 CEUs in the field of instruction/teaching during the Certification period.
 - **OR** Option 2: evidence of attending and/or presenting 32 hours of PRCA approved formal instructor training / industry related operations / safety training / industry related

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conference presentations during the three-year period of the current expiring certification. (On the first renewal the attendance of a PRCA certification exam preparatory session can be credited as 10 hours towards the renewal training requirements.)

- **OR** Option 3: applicants may elect to perform and properly document an industry related conference presentation at the PRCA Annual Conference in the year of their renewal requirement. (E.g. renewal required in 2020, conference presentation must be performed at 2020 PRCA conference and include proper documentation including: sign in sheets, lesson plan and list of attendee questions to demonstrate learning.) Applicants choosing this renewal method are required to submit their proposed presentation during the call for presentations for that year's conference to allow for proper scheduling and are required to register for that year's conference both prior to January 15th of the conference year. Proposed conference presentations and applications are to be emailed to info@prcainfo.org

4. All renewal applicants must also provide evidence of having conducted a minimum of 60 hours of properly documented industry related employee training during the three-year period of the current expiring certification. Proper documentation includes: a listing of training events conducted during the three-year period, samples of sign-in sheets, samples of pre and post tests administered, samples of skill set assessment documentation utilized, samples of formal lesson plans for classes presented and of certifications issued.
5. All applicant must provide a copy (ACORD form) of their current professional insurance or employer's current professional insurance showing that the applicant or their employer carries the proper insurance for delivering employee training.

Exemptions:

1. The certification examination may not be taken in lieu of the certification renewal requirements.
2. Portions of the renewal criteria may be waived or postponed by the Certification and Examination Board (CEB) with a written request for such by the applicant. Written requests must be emailed to info@prcainfo.org prior to February 15 of the renewal year. The decision of the CEB is final. The renewal requirement for the performance of 60 hours of delivered industry related training cannot be waived.

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