

Dear ICC certification holder,

Renewal Programs are extremely important because they require holders of the credential to present evidence that they are maintaining the established standard.

Below is the chart noting your active certification renewal cycle. Since you were certified in **2012**, your initial period of certification extends through the year **2013**. Near the end of that period, you will receive a renewal notice requesting a fee to extend your certification for a three-year period.

The first Continuing Practice Journal is due in the last year of that three-year period (in your case, **2016**) and every three years thereafter.

The primary requirement is to complete a Continuing Practice Journal during each renewal cycle. The Journal chronicles the educational and professional activities for a three-year period. Points are accrued for each activity and a total of **at least fifteen points** at the end of the cycle must be accumulated. These activities include educational courses, professional society participation, self-study, presentations, etc.

Initial Certification	First Expiration Date (Renewal Fee required)	First Triennial Period (Continuing Practice Journal+ renewal fee)	Renewal Cycle
2012	12/31/2013	Start 1/1/2014 – Submission 12/31/2016	2019, 2022, 2025, 2028, 2031 ...

When the renewal is not postmarked by December 31 in the year of the certification expiration date, a late charge along with the renewal dues applies. If your certification has not been renewed by January 31 after the initial expiration date, then your certification will become inactive and your name and information will be dropped off the online ICC/USCC Directory of certificants. To reactivate it, a reactivation fee applies with the renewal fee and the continuing practice journal (when applicable).

If your certification has not been renewed by December 31 of the year following its expiration date, the certification will be revoked. In order to regain the certification, you will have to take and pass the exam again.

For your questions and inquiries, please contact Iman Hannon at (703) 525-4890 or send your message to certifications@aami.org.