

# CREDENTIAL SUSPENDED PERIOD POLICY

## Credential Suspension Policy

*This policy has strict requirements that the credential holder should completely read and understand before considering a credential suspension.*

A credential suspension period is intended to allow a credential holder the opportunity to complete their expired credentials' renewal requirements without the loss of the credential. The expired credential will instead be suspended (**invalid**) until all of the renewal requirements have been satisfied as defined below.

- a) The suspension shall be provided automatically after 90 days past the expiration date.
- b) The credential holder will receive a written notice of expiration and placement into the suspension period; sent to the credential holder's primary email address on file.
- c) The suspension shall expire one year from the credential's original expiration date.
- d) The suspension period **will not** alter the renewal period dates or change the credential's original expiration date.
- e) BICSI's website will indicate the credential holder's suspended credential during the any suspended period. If proof of the suspension period is required by someone other than the credential holder (i.e. client or employer), the credential holder may log into their BICSI profile for status of their credential.

### **Conditions of Suspension:**

- a) The credential holder shall adhere to the BICSI Code of Ethics and Standards of Conduct and **shall not represent themselves as holding the credential designation or otherwise use the credential designation during the suspension period.** This includes but is not limited to marketing materials, letterheads, business cards email signatories and the like.

**Misrepresenting a suspended credential is considered an ethics violation and can subject you to revocation of your credential.**

- b) CEC's obtained during the suspension period, in support of the expired credential, shall **not** count towards any subsequent credential renewal period. Any credits earned beyond the requirement for the prior period may be applied to the current renewal period.
- c) Conference Attendance Credit obtained during the suspension period, in support of the expired credential, shall **not** count towards the new credential renewal period. If the credential holder has met the Conference Attendance requirement during the prior renewal period, Conference Attendance will count towards the current renewal period. CEC credits earned for attending a conference may be applied towards any past period credit shortfall, if applicable.
- d) The credential holder shall pay all unpaid renewal fees, late fees, provide a completed renewal application and signed Code of Ethics and Standard of Conduct form for the expired period in order to move into the current renewal period.

### **Termination of Suspension:**

- a) The suspension period will cease no later than 1 year after the credential expiration provided **all**

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**requirements for the prior credential renewal period have been met before expiration of the suspension period.** Confirmation of the successful return to active status will return all privileges and responsibilities of the credential and the current CEC Policy requirements.

- b) If the requirements of the suspension are not met in their entirety, within the 1 year suspension period, BICSI will consider the credential to be forfeited by the credential holder. The credential and all of its privileges will be revoked.
- c) If it is desired to hold a BICSI credential, you may apply as a new applicant or review the Reinstatement for Lapsed Credential Holders policy for reinstatement options.
- d) The credential holder has the right to appeal a revoked credential. However, in order to be considered for reinstatement, the credential holder will have to prove undue hardship preventing renewal during the standard renewal period and suspension period. Excessive work schedule and lack of employer support are not justifiable causes for appeal.

The RCSC may consider:

- 1) Extreme circumstances (major disasters, documented severe medical issues, acts of war, etc.),
- 2) Global members due to their remote/distant locations or lack of access to qualified training in their geographic area, or
- 3) Cancellation or rescheduling of a BICSI conference in the individual's global geographic location (does not include North America).

Appeals must be reviewed and approved by supermajority vote of the RCS Committee.

**END OF POLICY**