

Recertification Guidelines for Certified IRB Professionals (CIP)

To maintain certification as an IRB professional, a CIP must recertify every three (3) years from the time of most recent certification. Recertification may always be achieved by re-taking and passing the CIP examination. However, CIPs also have the option to recertify by completing a continuing education requirement provided that the expiring certification was by examination. Continuing education may only be used as a basis for recertification once in a six-year period.

For example: If the CIP's initial certification was in 2005, the CIP may complete the continuing education requirement or take and pass the certification examination prior to the expiration date in 2008. If the CIP recertified through continuing education credits in 2008, the CIP must re-take, and pass, the certification examination prior to the expiration date in 2011.

Recertification must be accomplished prior to the certification expiration to avoid a lapse in certification. If there is a lapse in certification of greater than six months, the individual must take the examination to renew certification and cannot recertify by continuing education.

A person who holds certification and takes the examination but does not pass, will lose their certification. This is effective on the date that the notification of the results from the examination is received. Those who are eligible to recertify by continuing education, but choose to take the examination instead and do not pass may not subsequently use continuing education to recertify. That is, the examination must be passed before the credential is reissued.

A person who is denied recertification by continuing education due to improper or incomplete documentation may appeal that decision by writing to the CCIP (care of PTC). The appeal must be postmarked no later than 30 days from the postmark date on the original letter sent from PTC or CCIP. The letter must clearly describe the reasons why the candidate believes that recertification was improperly denied and include all documentation available to support such claim. The appeal will be considered by CCIP and written notice of the final decision will be provided to the candidate.

Expiration of Certification

Use the following table to determine when certification expires and deadlines for recertification through either continuing education or passing the examination.

<u>Date of Examination</u>	<u>Certification Expires</u>
January through June	June 30 three years later
July through December	December 31 three years later

Example: If an individual passed the certification examination on March 3, 2008, certification expires on June 30, 2011.

Reminder for Recertification

CIPs are responsible for maintaining their certification, however, a reminder including a recertification application and guidelines will be sent to the address on file with PTC as follows:

- Reminders will be sent on or about December 1 for certifications expiring on June 30
- Reminders will be sent on or about July 1 for certifications expiring on December 31

You must maintain a current certification if you wish to continue using the CIP credential after your name.

Recertification through Continuing Education

If using continuing education for recertification, the credits must be earned after the date the examination was passed.

Application Procedure

Prior to the expiration of certification submit the appropriate recertification application form and fees to:

CIP Recertification
Professional Testing Corporation
1350 Broadway, 17th Floor
New York, NY 10018
Phone: 212-356-0660 Fax: 212-356-0678
E-mail: ptcny@ptcny.com

Original: July 31, 2002 Revised 12/06 Revised 12/08 Revised 12/09, Revised 12/10