



The Loss Prevention Foundation

The Loss Prevention Foundation (LPF) is an international leader in educating and certifying retail loss prevention and retail asset protection professionals. LPF's mission is to advance the retail LP and AP profession by providing relevant, convenient and challenging educational resources. LPF is responsible for administering the industry's only internationally sanctioned LP credentials: LPQualified (LPQ) and LPCertified (LPC). Its' accompanying courses and exams are focused at measuring individual industry knowledge and elevating the image of our profession. With 24/7 online educational resources and professional membership program, the LPF is able to educate our industry like no other organization of its kind, in the world.

About LPC Recertification

The Loss Prevention Foundation requires that all LPCertified (LPC) certificate holders recertify every three years in order to retain the advanced level, LPC designation.

A LPC credential is valid for three years. Recertification is a process used at the end of those three years to extend the certification for another three. The recertification process demonstrates an on-going commitment to education, learning, and growth. A credential holder can extend their LPC for many years by remaining true to our code of ethics and re-certifying every third year.

Recertification is accomplished by either:

1. Starting 3 years in advance - earning and submitting 20 continuing education units (CEUs) each year (accumulating 60 CEUs). In the last quarter of the 3rd year, with or after the 3rd CEU submission, a credential holder finalizes recertification with a signed, qualifying statement and paying outstanding fees.

Or

2. Starting 7 to 9 months in advance - re-qualifying, purchasing, re-taking, and passing the LPC exam on or before the end of that third year.

We are happy to provide you with your own personalized certification status report; containing your key dates, your CEUs on file, fees, etc. Please contact us or look for the LPF email that is sent every January, April, July, October titled; "LPF Notice: LPC Quarterly Certification Status".

*LPC certificants who passed their exam prior to 1/1/2013 were credited with CEUS for earlier years owing to the fact that our recertification requirements were changed



Key Terms and Conditions

Below are important definitions for successfully navigating key due dates.

Each certificants should know their:

- Original LPC Exam Date*
- Current Recertification Cycle Start and End Date*
- CEU Submittal Date*

Recertification Cycle Start & End Date

A certificant's recertification cycle is three years long. It begins on the first day of the month following the original exam date and ends three years later on the last day of the preceding month.

For example, if the original exam is passed on 3/3/2010 then the recertification cycle begins 4/1/2010 and ends 3/31/2013. The subsequent recertification cycle would begin 4/1/2013 and end on 3/31/2016.

CEU Submittal Deadline

A certificant's CEU (continuing education unit) submittal deadline is based on the last day of the month in which the original exam was held.

For example, if the original exam was passed on 3/3/2010 then the certificant's CEU submittal deadline is on March 31st each year of the recertification cycle (3/31/2011, 3/31/2012, and 3/31/2013).

Example:

Original Exam was 9/22/2010. John Doe, LPC's:	
Recertification Cycle Start Date is:	October 1st, 2010
Recertification Cycle End Date is:	September 30th, 2013
CEU Submittal Deadline is:	each September 30th

Fixed Dates and Deadlines

A certificant's recertification cycle start date, recertification cycle end date, and CEU submittal deadline date remains fixed, based on the originating exam date. The recertification cycle and the CEU deadline will not move forward or backward and will not be impacted by either early and/or late submissions.



Recertification Process

A certificant can choose which track they would like to follow each recertification cycle. Detailed below are the steps the certificant follows to recertify. Once accomplished, they will receive a new, LPC certificate valid for the next 3 years.

1. Exam Track

In this track, the certificant needs to register, pay, retake, and pass the LPC exam prior to the end of their third year.

Register Now for the LPC Exam!

*Additional Notes:

- The earliest a certificant can re-take the exam for recertification is 200 days prior to end of their recertification cycle. Taking it that early will give just enough time for a possibility of three exam retakes.
- If the LPC exam is failed more than 3 times in a certificant's lifetime, the certificant must **contact us** to receive special approval to take the exam again.

2. Continuing Education Track

In this track, the certificant pro-actively collects and submits 20 continuing educational units (CEUs) each year of the LPC. When 60 CEUs are filed with the LPF, the certificant is ready for the qualifying, final recertification step.

CEU Submissions 1st, 2nd, and 3rd Year.

- On the 1st, 2nd, and 3rd year the certificant lists and submits their 20 units of activity using the menu page titled "LPC Mgmt Center" in our private, online portal website <http://www.YourLPF.org>.
- CEU activity can be submitted at any time, in multiple submittals, in lesser portions, so long as a total of 20 CEUs are submitted on or before the certificant's yearly CEU submittal date.

Recertification Submission 3rd Year.

- In the last quarter of the 3rd year, the certificant also testifies that they remain LPC eligible using the "Recertify for Three More Years of LPC" entry form, also found on our "LPC Mgmt Center" page on <http://www.YourLPF.org>. We also require that any outstanding fees such as late CEU fees or the Recertification processing fee for non-members are reconciled.



Recertification on the CEU track is accomplished by submitting the below on or before the third year end date:

- 60 submitted CEUs (20 per year * 3).
- the signed CEU Recertification Application.
- if applicable, one or both CEU late processing fee(s).
- if applicable, a CEU recertification processing fee.

***Additional Notes:**

- If CEUs are submitted late, in the first and/or second year, a late processing fee of \$30 is charged. However, in the third year, late CEU submission is considered late recertification as the CEU submittal deadline falls on the same day as the end of the recertification cycle.
- Late recertification has a higher fee of \$90 and the certificant loses his or her credential till all is remedied. See our [Certification Lapse](#) page for details.
- It is wise that certificants in this track maintain records in case they are selected in the CEU audit. Not only should they keep a copy of all forms submitted to the LPF, but they must **also** collect and retain identifying proof of their CEU activity. Visit our [Audit Proof Suggestions](#) page for a list of suggested items that you should collect and retain.

Recertification Fees

The cost of recertification depends on the recertification track chosen as well as if all required submissions are on time.

1. Exam Track:

Certificants that chose to recertify by exam on the third year, must schedule, re-take, and pass the LPC exam at a fee of **\$300**.

2. Continuing Education Track:

Certificants that chose to recertify through the yearly submission of 20 CEUs pay a **\$125** processing fee in the 3rd year when finalizing their recertification.

Associated Fees:

- There is a \$30 processing fee for a late yearly CEU submission.
- There is a \$90 processing fee for lapsed certification restoration.



Additional Notes:

- **Save** the \$125 recertification third year processing fee by being a **paid LPF member** all three years of the cycle and earn 5 CEUs each year of membership. Lifetime and Charter members earn 5 CEUs each and every year for life and never need pay the recertification processing fee.
- Late fees are not assessed until after our standing grace period (30 days) ends. There are also multiple warning emails sent to certificants so they can avoid late fees.
- Proactively pay any outstanding late fees by utilizing the “Pay CEU Fee(s)” or “Pay Recertification Processing Fee” link(s) on the “LPC Mgmt Center” menu page in our online portal at <http://www.YourLPF.org>.

Certification Lapse

Failure to Recertify:

LPCertified carries a commitment and a responsibility as well as a designation. Those failing to renew their certification commitments at the end of their recertification cycle will no longer be considered LPCertified.

Implications:

Former Certificants must not use the LPC designation in any professional communications, such as on letterhead, stationery, business cards, in directory listings, and in signature.

1. Late 30 days or Under:

Certificants who are 30 days or under late to recertify, (Track 1 or 2) can take advantage of our grace period. All the certificant need do is to meet their respective requirements within the 30 day grace period.

2. Regain Credential With Exam

Former Certificants can regain their credential at any time by taking and passing the LPC Exam.

3. Regain Credential With CEUs

Late 1 Year or Under:



The LPF recognizes that LPCertified certificants may find themselves in unusual circumstances such that they can't recertify on time. The LPF offers those former certificants a way to regain their LPCertified credential without having to re-earn it by exam.

To qualify for recertification by CEUs, the former certificant must be no more than 1 year late to recertify. If they are over one year late, they must recertify by exam.

The certificant must re-establish certification by having submitted or by submitting **all of the following:**

- recertification application form.
- recertification CEU processing fee (if applicable).
- 60 CEUs.

Then the certificant must re-establish certification by submitting:

- the certification lapse application form.
- recertification late fee.

In addition:

- if the certification lapse is over the grace period, but not over 6 months, the applicant must submit 4 additional CEUs.
- if the certification lapse is over 6 months, but not over 12 months, the applicant must submit 8 additional CEUs.

Contact the LPF to help you regain your LPC credential.

Code of Ethics

LPQ and LPC credential holders shall abide by and conform to the following code of ethics so long as they bare their credential. An LPF credential holder:

1. Will obey applicable federal, state, and local laws and regulations.
2. Will honor and yield to employer policy, rules, codes of conduct and guidelines.
3. Will uphold the Loss Prevention Foundation's published rules, mission and goals.
4. Will advance the Loss Prevention Profession, by protecting the credential, leading by example, representing the ideals of the loss prevention industry at large, giving back to the profession, continuously seeking educational opportunity and professional improvement.
5. Will protect, at all times, all entrusted assets (physical, digital, financial, proprietary, informational, etc.), keeping them secure, allowing only authorized access and use.
6. Will not misuse, share, reproduce, leverage for gain any entrusted asset by using it in any manner other than that which was intended by the entrustor, unless otherwise required by law.



7. Will exercise proper authority, sound judgment, due diligence, and respect in dealing with customers, management, fellow employees, officials, vendors and the general public.
8. Will not engage in or facilitate any discriminatory or harassing behavior.
9. Will remove themselves from, as well as not seek out, any situation which may potentially be a conflict of interest, a compromise or an appearance of compromise, nor accept any enticements (gifts, gratuities, influence, honoraria, etc.) offered for such.
10. Will act at all times in the best interest of their employer.
11. Will always report truthfully and accurately when required by management or law.
12. Will promptly remove all mention and use of the LPC credential if the certification lapses (due to non-recertification, disciplinary actions, etc.)

Continuing Education Units

Twenty Continuing Education Units (CEUs) can be collected each year through continuing education programs, college courses, instruction, seminars, webinars, leadership activities, research and publishing, conferences, membership in national or international professional organizations, and other qualifying programs and events.

It is LPF's goal to continuously improve and widen opportunities to collect CEUs. As our CEU program grows, our CEU information will be subject to change, and we recommend that you come back and periodically review these pages. Link below to view the ways to earn CEUs.

- [Pre-Approved CEU Opportunities](#)
- [Prospective CEU Opportunities](#)
- [Other Eligible CEU Sources](#)
- [LPF CEU Opportunities](#)

The following chart depicts the varied sources and ways from which to earn CEUs.

If you have **any** questions on whether the activity you are considering is credit worthy, is in the right date range, or has presented education unit value, please review our [CEU Evaluation Guide](#) page below.



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Recertification CEU Quick Guide

www.losspreventionfoundation.org

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Below is a quick reference sheet of the full range and types of CEUs one can earn. Detailed, comprehensive listings of specific ways to earn CEUs are found on our website. Reference the links below for more.

[>CEUs earned after LPC are accepted. ->CEUs two years old or newer are accepted.]

Unit Category	Notes	Units
<i>EDUCATION RECIPIENT</i>		
Pass an Accredited College Course (on campus or online)	Loss Prevention, Criminal Justice, Security, or Business related courses from an accredited institution. Credit Type: Pass Accredited Higher Ed Course	7 per credit hour
Achieve Industry Credential	First achievement (counts once, in year that industry professional exam first passed) - (e.g. ASP, CFE, CFI, etc.) *LPC is not included *OSHA counts as training. Credit Type: Achieve Industry Credential	15 each
Attend Conferences	*received Presented Education Keynotes and presenter break-out track sessions count while discussion panels, round tables, mtgs, sponsor visits, breaks, and networking do not. Material must be planned, prepared and formally presented. Impromptu conversation or improvised material is not counted. Credit Type: Receive Active Presented Education	1 per hour of *
Attend Instructor Led Education; Workshops, Seminars, Training, or Purchased Online Webinars	*received Presented Education Credit Type: Receive Active Presented Education	1 per hour of *
Attend a Retail State Association Meetings	Established State by State. *received Presented Education Credit Type: Receive Active Presented Education	1 per hour of *
Attend Corporate LP Meetings	*received Presented Education Credit Type: Receive Active Presented Education	1 per hour of *
Pass a self-study, independent eLearning or On-line Course	Must have syllabus, published course hours, & administered pass/fail test. Credit Type: Receive Remote Self-Study Education	1 per hour of
Receive "paid by listeners" Industry Specific or Business related Information; via Live Webinar, Archived Webinar, Webcast, TV, or Other Remote Media	No Limit. (Remote/online event. Managed, Monitored. Listener dollars lost if unattended. Customer paid for Content Delivery). Credit Type: Receive Active Remote Education	1 per hour of
Receive "free to listeners" Industry Specific or Business related Information; via Live Webinar, Archived Webinar, Webcast, TV, online self-study, or Other Remote Media	Limit 5 units total per year. (Remote/online event. Self-Managed, Optional. No dollars lost to Listener if unattended. Sponsor created and paid for Content Delivery). Credit Type: Receive Passive Remote Education	1 per hour of



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EDUCATION FACILITATOR		
Industry Committee Member	Demonstrate active participation. Credit Type: Committee In Industry Organization	12 per year
Industry Organization Member	e.g. LPF, IAI, ACFE, SHRM, ASIS, etc. Membership counts in the year purchased or the anniversary of purchase in multiple year membership cases. Individual, personal memberships count as opposed to company trade show memberships - RILA, NRF, NADDI etc. which do not. Credit Type: Member in Industry Organization	5 per year
Create and conduct Webcast, Webinar, or Online Education Event	First, unique presentation of Credit Type: Create and Conduct a Presentation	5 per hour
Create and Conduct a Presentation	First, unique presentation of. Material needs to be new and self-generated. Multiple presentations on the same or minimally changed material will not count. Exceptions may be granted if presenting, in an instructional, classroom setting, pre-delivered, mandated, new material. e.g. presenting NYS Security Guard Training for student license renewal. Credit Type: Create and Conduct a Presentation	5 per hour
Write and Publish an Article	750 words or more. Article needs to be published to a semi-professional/professional venue. (LP Magazine , Integrated Solutions for Retailers , etc.) Credit Type: Author & Publish Article or Column	10 each
Write and Publish a Column	Under 750 words Credit Type: Author & Publish Article or Column	10 each
Provide Public Service. Design, facilitate, or enable a security or safety activity for a not-for-profit or public organization. Pro-bono.	This must be pre-approved by contacting the Continuing Education Committee . Describe the activity and effort. CEUs set at onset by Committee. Credit Type: Provide Public Service	Units depend on education and effort.

CEU Evaluation Guide

The Loss Prevention Foundation has found that most people have far more CEUs than they are aware of. If you are not finding enough CEUs for your year, please contact us for help. Its what we are missioned and paid to do.

Determining Valid Activity Dates:

- We accept all unclaimed activities that are 2 or less years old at the time of submission.
- We accept unclaimed activities that occurred AFTER the LPC was earned (Hence, the LPC credential itself does not count, nor anything prior. We do give credit to activities that started before but extended past the day the LPC was earned (e.g. a year of industry membership that extended past the day the LPC was earned).

Determining Credit Worthiness:

If the CEU activity the certificant is considering is not found on our [pre-approved CEU opportunities](#) page, then it is wise to evaluate it against the below criteria to make sure it is credit worthy.

Qualifying Credit Criteria:



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- The activity needs to relate to retail loss prevention, asset protection, security, safety, and/or business management.
- The activity must be educational.
- The activity is new to you (not exact, same content or a repetition of).
- The activity is valuable across companies (not company specific and of little value to anyone outside of the company).
- The activity is mentioned or found within the content of the LPC course content material as described below.*

If there is still doubt with regards to the activity's credit worthiness; you are welcome to [email us](#), [call us](#), or send in the *CEU Qualification Evaluation Form* found on our [Forms and Helps](#) page.

*Additional Notes:

- LPF's mission is to professionalize the industry. Therefore, unlike some credential programs we do accept topics outside of the LP/AP topic domain. (e.g. we will give credits for activities that grow business skills; such as leadership, presentation, accounting, management, etc.)
- To determine if your activity topic is mentioned in the LPC course content material, link to our LPC Course Information page, then find the entire course outline pdf document link and do a search (CTRL/F) within that document for your's or a similar topic.
- We suggest you retain the LPF's response to any questions you may have asked with regards to credit worthiness of activities along with your identifying proof items when claiming your CEU credits.

Determining "Presented Education: CEU Units:

Conferences, seminars, and meetings can present challenges in determining which of the hours are considered LPF CEUs. Below are tips to help you set the appropriate number of "Presented Education" CEUs:

- 1) We give CEUs to planned, prepared in advance, education material that had a pre-publicized topic, agenda, speaker, and audience. Impromptu, off the cuff, dynamic, brainstorming, spontaneous conversations and gatherings are not considered presented education (e.g. panel discussions, participative meetings, networking, sponsor exhibit visits, etc. will not count).
- 2) Free time should not be included in "Presented Education" time (e.g. meals, breaks, etc. do not count).
- 3) Company Specific information is not included in "Presented Education" time. Any information that is ONLY useful to employees and provides little value if delivered to



another in the same role in another company should not be included (e.g. the company's way to enter time cards, the company's proprietary audit procedures, etc. do not count).

The sum of all presented education minutes can be rounded up to an extra hour, if the minutes are not evenly divisible by 60 and there are 30 or more remaining minutes.

Example:

Activity	Education	Units	CEUs
Rila Asset Protection Conference	Attended a keynote and session tracks for 1 day. Keynote 1.5 hrs., Tracks 50 mins. each w/5 a day. Total mins are $90 + 5*(50)$ (340 mins. for 1 day = 5 hrs. 40 min)	1 per hour of received presented education	6
FMI National Conference	Attended keynotes and session tracks for 2 days. Keynotes 1.5 hrs. each, Tracks 50 mins. each w/5 a day. Total mins are $2*(90+5*(50))$ (680 mins for 2 days = 11 hrs. 20 min)	1 per hour of received presented education	11

CEU Audit

The Loss Prevention Foundation periodically audits a selected percentage of its certificants who recertify using CEUs. It is vital that certificants collect and maintain careful records in case they are selected for audit.

If selected for audit, a certificant will receive selection notice within three months after their **CEU Submittal Deadline**. The audit will cover all twenty of their prior year's CEU activities, unless noted otherwise. They will be required to send in their retained The Loss Prevention Foundation periodically audits a selected percentage of its certificants who recertify using CEUs. It is vital that certificants collect and maintain careful records in case they are selected for audit.

If selected for audit, a certificant will receive selection notice within three months after their CEU Submittal Deadline. The audit will cover all twenty of their prior year's CEU activities, unless noted otherwise. They will be required to send in their retained CEU proof back to the LPF as soon as possible. The LPF will then match the received proof against the past years' CEU forms that the LPF has on file from the certificant.

It is in the candidate's best interest to respond as quickly as possible to all of the LPF's requests, so that questions can be resolved before the three month time limit expires.

It is also in the candidate's best interest to keep copies all their CEU submission **Forms** (*CEU Accomplishment Submittal Form* and the *CEU Qualification Evaluation Form*) in case there is a discrepancy back to the LPF as soon as possible. The LPF will then match the received proof against the past years' CEU forms that the LPF has on file from the certificant.


For suggestions and ideas on what identifying proof(s) to retain, please visit our **Audit Proof Suggestions** page.

Recertification Helps

Use our public web site to read all about our recertification program and to download our helpful guides.

<http://www.losspreventionfoundation.org/recertification-forms-retail-loss-prevention.html>

Recertification | Forms & Guides




Guides:

- **Recertification Handbook (pdf)**
printable recertification guide for your convenience. This has basic CEU information, while the website is comprehensive.
- **Recertification Quick Guide (pdf)**
In a nutshell printable handout, quick guide. This is recertification on one page.
- **CEU Quick Guide (pdf)**
at a glance printable handout, quick guide. This lists the full range of CEUs types on one page.
- **LPC Requirements and Exclusions**
qualifications and requirements that must be met and maintained by LPC credential holders.
- **Code of Ethics (pdf)**
our code of ethics that sets the retail loss prevention industry bar.

Use our private, portal web site to see your personal certification information as well as to enter your Continuing Educational Units. Look for Menu page “LPC Mgmt Center”.

http://www.YourLPF.org/?page=LPC_Center_01

LPC Credential Management Center



Manage Your LPC Here

LPCs! Sign-in to use. First time? Click "Reset/Forgot your password". Your Username is your email address on file with us. When you get your email, click on "Reset My Password Now" to set up your password, sign-in, and get going!

The resources found in this center are for **ALL** LPC credential holders (those with guest membership and those with full LPF membership).

LPC Credential Management Center Resource Highlights:

- **Update your profile information**, such as home address, email, employment, etc. Navigate there with "Manage Profile" (at right) and then "Edit BIO" for full members.
- **Add CEUs to My Record:** Use this form, at minimum, every year, to to update your LPF CEU (continuing education unit) record by listing activities you have participated in.
- **See My Accumulated CEUs:** Click on this link, scroll down to find "LPC Yr1 CEUs", "LPC Yr2 CEUs", and "LPC Yr3 CEUs" to see the continuing education units on file.
- **Recertify for Three More Years of LPC:** This must be filed every third year if you extend your LPC with CEUs. Use it to confirm that you continue to meet our **Code of Ethics**, that you are not in trouble with the law, and that you continue to meet our **LPC requirements**. (You may also recertify by **paying**, retaking and **passing the exam** before your current LPC expires.)



Questions and Answers

Q) How do I find out what my dates are, how many CEUs I owe, or what form is due when?

A) Every quarter (January, April, July, October) we send out an email titled; "*LPF Notice: LPC Quarterly Certification Status*". Look for this personalized certification status report in your in-box. It has all your key dates, CEUs on file, fees owed, etc. If you cannot find last quarter's report, feel free to [ask us](#) for a copy.

Q) What types of activities does LPF give credit for?

A) The LPF encourages educational opportunities and career advancement. Please visit our [Continuing Education Units](#) page with links to ALL the varying ways to achieve CEU credits.

Q) How do I know for certain if my unlisted activity will receive CEU credit?

A) Please use our [CEU Evaluation Guide](#) page to help you evaluate your activity.

Q) I am interviewing for a new position. What can I use to demonstrate that my LPC credential is valid and current?

A) The Loss Prevention Foundation regularly updates and publishes the names of all those who hold valid LPCertified credentials on our [LPC Certified Professionals](#) web page.

Q) How do I pick the CEU track versus exam track?

A) You are welcome to change your track every new, three year recertification cycle. The CEU track is pro-actively chosen by submitting your CEU accomplishments on the CEU submittal deadline date(s), while the exam track is 'chose' by default.

Q) Do activity CEUs' expire?

A) Yes they do. We give CEUs to events that are up to 24 months old at the time of submitting your accomplishments. If you have earned more CEUs than is required for a given year, we suggest you submit the older ones, and hold on to the newer ones, in case you are short the next year.

Q) Can I split an activity's CEUs between years?

A) No. Activities can only be claimed once, in full, and credits do not carry forward. A 30 hour training class will result with 10 extra CEUs that cannot be applied.

Q) I don't travel to conferences and I don't have much money. Are there CEU opportunities out there for me?

A) Yes and yes. If you have access to the internet there are many online courses and webinars that you can take for credit. Remember we accept CEUs for both LP/AP topics and/or business. The web is filled with archived and ongoing free webinars covering such topics. Another way to earn credit is to do pro-bono public service right in your local neighborhood. Please call us if you'd like to discuss your personal situation.

Q) I don't have enough CEUs. I have no choice but to take that difficult, dreaded exam again.

A) Please don't think that you have to take the exam without talking to us first. We are finding over and over that most people have more CEUs than they knew. We also have plenty of interesting volunteer, LPF work that you can do for some extra CEUs. For example, we are always looking for [LPC Company Recertification Champions](#).



Q) Am I late? I just submitted my Recertification Application form, meeting my recertification deadline. However, I just received notice that I missed a signature and I need to resend in my form.

A) No, you are not late. You met your deadline. The date a form is first submitted is the date we count. Depending on your particular situation, it can take 2-3 weeks after the first submittal to clear up all the ensuing items (getting forms correct, receiving and paying an invoice, etc.).

Q) Can I apply credit against an activity that I've already received credit for from a different credential?

A) First of all, congratulations for having two credentials! Yes, the LPF will also give you credit for the activity, so long as it matches our criteria too.

Q) I'm sorry, I missed my [CEU submittal deadline](#) last week. Is it too late?

A) No. The LPF gives all certificants a 30 day grace period with regards to missing their CEU Submittal Deadline dates. Just hurry and submit all your necessary items to the LPF before the grace period ends.

Q) Due to a scheduling glitch, my recertification exam is two days **after** my recertification's cycle end date. Is it too late? Will I have lost my credential?

A) You are not too late. The LPF grants certificants a 30 day grace period for recertification as well (by exam or CEU). However, you are in a rather risky position. It is very important that you pass your exam before the grace period ends or you will lose your credential till you pass. Good luck!

Q) I missed the CEU submittal deadline and it is past the 30 day grace period. Is it too late? Am I now in the exam track for this recertification cycle?

A) No. It is not too late to continue earning your credential by CEU. However, you will need to pay a late [CEU processing fee of \\$30](#)(providing you are in the first or second year of your recertification cycle - the third is different - see below). Be aware, that being late, shortens next years' time for earning your 20 CEUs, as submittal dates remain fixed.

Q) How does the payment process work for recertification and/or for late fees?

A) You can pro-actively pay fees when they incur or you can pay them all at once when re-certifying. You cannot recertify if there are outstanding fees. Use our [Pay Your Recertification Fee](#) guide for directions on how to pay your fee.

Q) Why do I have to keep records of my CEU activities?

A) We recognize your hard work to earn your LPC credential and we urge you to protect that work in the event that we do not receive your submissions and/or you are selected for audit. With careful record keeping, you will be significantly better prepared to help us remedy discrepancies.

Q) What CEU records do I need to keep?

A) Please retain a copy of all forms or mailings sent to the LPF (CEU activity listings/recertification applications, etc.) as well as **proof** of each accomplishment or activity. Visit our [Audit Proof Suggestions](#) page for items you need to collect and retain to receive credit as well as to help you successfully navigate the audit, should you be chosen.

Q) How long do I have to keep my CEU records?

A) In most cases you will need to keep your CEU records three months beyond your yearly CEU submittal deadline. However, in unusual circumstances or exceptions, like late CEU submission, certification lapse application, appeals, etc., you need to those records and proof for a 6 months past your request or submittal.



Q) I attended 3 activities last year, earning 10 units each, but I only submitted 2 of them to get my necessary 20 units. Can I claim that 3rd activity towards this year's CEU requirements?

A) While it is not optimal, you can claim your activity (so long as was never claimed and it is not older than two years). However, not only are you losing out on new, advanced, educational opportunities, but you may also find that older activities are harder to verify in an audit. Therefore, we strongly suggest that you avoid the practice of claiming past activities, and instead, grow the habit of continuously advancing your education and career.

Q) This year I've been very involved and have attended over 12 activities; totaling well over this and even next year's units. Can I submit my CEUs for this year and, at the same time, submit the other CEUs towards next year?

A) CEUs can only be submitted and applied towards a past or current year, but never out into a future year. Hold on to those extra CEUs and submit them right after that new CEU year cycle begins. However, do understand that we prefer and encourage, life habits of continued education. Therefore, if you do get additional educational opportunities next year, do take advantage of them as well.

Q) My personal circumstances are just overwhelming right now. I am simply unable to meet the recertification deadline and/or fees (even with your 30 day grace period). Would you consider giving me a break till my circumstances are settled?

A) Absolutely. LPF recognizes that there are times when circumstances can become so overwhelming (military deployment, medical, accidents, hardships) that special consideration needs to be granted. Please **appeal** to us by email at info@losspreventionfoundation.org, highlighting your extreme circumstances (be sure to include your contact information as well) and we will do our best to help you in your situation. However, be aware, that the LPF will not give consideration to 'normal' life experiences; such as being busy, moving to a new home, getting a new job, etc.

Addendum

The Loss Prevention Foundation is a 501 c (6) not-for-profit organization. The LPF is governed by a Board of Directors is composed of individuals from the loss prevention industry. The board of the LPF governs the mission of the Loss Prevention Foundation, which is to advance the loss prevention profession by providing relevant, convenient and challenging educational resources.