



POWERED BY THE LOSS PREVENTION FOUNDATION

Recertification Quick Guide

www.losspreventionfoundation.org

3 years = length of time an LPC credential remains valid

recertification = a way to extend your LPC credential another 3 years. This is repeated

recertification methods =

- 1 LPC exam purchased and passed before your LPC credential ends on year 3
- OR**
- 20 CEUs (Continuing Education Units) sent in before due date, each year of LPC credential (year 1, year 2, & year 3)
- 1 recertification application sent in before your LPC credential ends on year 3

recertification forms =

- 1 with exam recertification
 - [exam registration form](#). We recommend starting the exam registration process 6 to 9 months before your year 3 due date ends
- 2 with CEUs recertification
 - [CEU accomplishment submittal form](#). Fill and send in with activities totaling 20 CEUs before your year 1, year 2, and year 3 due date ends
 - [CEU recertification application form](#). Fill and send in updating information, recommitting to our Code of Ethics, and reconciling cost(s) before your year 3 due date ends

notifications =

- 4 emails every quarter of every year showing your current CEUs and certification status
- 3 emails whenever a form is due
 - 1st email tells you what is due and when
 - 2nd email tells you are late but within the grace period
 - 3rd email tells you the consequences of missing the due date

due date = the last day of the month in which **you** passed your Original Exam. This month end date repeats through the years of your credential

grace period = 30 days. There is no penalty if you miss any due date, as long as you comply before the grace period ends

late = > due date + grace period

recertification cost =

- by exam = \$300 each
- by CEUs = CEU processing cost + CEU late fees

CEUs processing cost =

- \$0 for your life, for every recertification, providing you are a Lifetime Member, you send in 20 CEUs every year on time, + you send in your Recertification Application before every year 3 due date
- \$0 for 3 years, for a single recertification, providing you are a Member each of the 3 years, you send in 20 CEUs each of the 3 years on time, + you send in your Recertification Application before year 3 due date
- \$125 for 3 years, for a single recertification, providing you send in 20 CEUs each of the 3 years on time, + you send in your Recertification Application before year 3 due date

CEUs late fees =

- \$30 if you are late sending in CEUs on year 1
- \$30 if you are late sending in CEUs on year 2
- \$90, **plus loss of LPC credential**, if you are late with **anything** due on year 3
 - late sending in year 3 CEUs
 - late sending in recertification application on year 3
 - late reconciling CEU processing cost on year 3 (30 days after invoice receipt)
 - late reconciling prior CEU late fees (30 days after invoice receipt)
 - late reconciling a total of all 60 CEUs

more information =

- full & detailed = <http://www.losspreventionfoundation.org/recertification-retail-loss-prevention.html>
- print & carry = <http://www.losspreventionfoundation.org/pdfs/recertification/RecertificationHandbook.pdf>