



American Council for Accredited Certification

Application for Re-certification

The American Council for Accredited Certification (ACAC) requires all certificants to document their professional development during the two-year certification period. Such activities are applied as "re-certification credits" or "RCs."

All ACAC Certifications require 40 RCs. Any re-certification credit can be applied simultaneously to all Council certifications held by a single individual.

All RC activity must be documented. Acceptable forms of documentation must be attached to this application and may include: attendance certificates, paid receipts attached to a brochure or flyer describing the class, copy of ID badge along with class description, etc.

Re-certification fees are \$300 for each certification, \$100 of which is a non-refundable processing fee. Completed applications should be mailed to:

The American Council for Accredited Certification, PO Box 11599 Glendale, AZ 85318.

CONTACT INFORMATION

Full Name:

Complete Home Address:

Home Phone:

Email Address:

Last 4 Digits of SSN:

Company URL:

Company Name:

Complete Business Address:

Business Phone:

Business FAX:

Address for Correspondence:

_____ **Home**

_____ **Business**

CERTIFICATION INFORMATION

Designation for which re-certification is sought:

Expiration date of current certification:

PROFESSIONAL DEVELOPMENT ACTIVITIES

Please summarize your professional development activities by filling in the appropriate boxes below and **attaching required documentation, notarized signature and fees.**

Activity for which documentation is attached	RCs Available	RCs Claimed
Remain active in the field for which certification has been granted	4 RCs per year	
Document a CESB- or ANSI-accredited certification from one other organization	4 RCs per year	
Document individual membership in the Indoor Air Quality Association (IAQA) or the Environmental Information Association (EIA)	4 RCs per year	
Document individual membership in one other industry-related non-profit association	2 RCs per year	
Document service as an officer of an industry-related non-profit association	1 RC per year	
Document service as a board member of an industry-related non-profit association	1 RC per year	
Document service as a committee member of an industry-related non-profit association	1 RC per year	
Document service as a committee member for an industry-related project for a governmental agency	1 RC per year	
Document service as a "mentor" for a school-based industry program	1 RC per month	
Document attendance at an industry-related chapter workshop	4 RCs each	
Document attendance at a required local, state or federal industry-related course	1 RC per hour	
Document attendance at a registered class listed on the ACAC website	1 RC per hour	
Document attendance at a registered conference listed on the ACAC website	1 RC per hour	
Document attendance at a registered online course listed on the ACAC website	1 RC per hour	
Document publication as the author of an article in an industry-related journal or newspaper	2 RCs per article	
Document teaching an industry-related course (once per year only)	1 RC per hour	
Pass an RC test on industry publications at the ACAC online testing center	1~ 5 RCs each	
Document completion of an industry-related accredited college course	1 RC per hour	
Total RCs Claimed:		

AFFIDAVIT: By signing this application, I make the following statements:

- I am aware of and abide by all local, state and Federal regulations related to my profession.
- I agree to comply with the ACAC code of conduct and pledge myself to the highest ethical standards.
- I agree to restrict my use of the certification to the activities for which certification has been granted.
- I agree to refrain from using the certification in such a manner as to bring the ACAC into disrepute.
- I agree to refrain from using the certification in a misleading manner or making any statements regarding the certification which the ACAC may consider misleading or unauthorized.
- I understand that the certificate remains the property of the ACAC.
- I agree to discontinue the use of all claims to the certification in the event that it is suspended or withdrawn and to return the certificate promptly to the ACAC.
- I understand that the \$100 processing fee is non-refundable.
- I agree to indemnify and hold harmless the ACAC and all its agents and employees from and against any liability whatsoever in connection with this application and/or the granting of or failure to grant re-certification.

Applicant Signature: _____ **Date:** _____

Notary Public: _____ **Exp. Date:** _____

Notary Seal/Stamp: _____ **Date:** _____