



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. ACAC grants 10 hours of recertification credit to certificants who remain active in their fields during the certification term. Additionally, ACAC requires certificants to participate in 30 hours of professional development activities during the certification term. Certificants who have been granted emeritus status are not required to complete professional development activities.

Submission of written documentation of professional development is not required except from certifications being audited. Each year, ACAC randomly selects certificants for audit after receiving their recertification applications.

THIS FORM IS NO LONGER REQUIRED FOR INDIVIDUALS RECERTIFYING ONLINE. Credit card payments are accepted at www.acac.org/payments/payments.aspx.

Individuals who prefer to recertify via mail MUST send this form along with payment and a current photo to:

The American Council for Accredited Certification, PO Box 1000 Yarnell, AZ 85362.

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: _____

Designation for which Recertification is Sought (CIE, CMR, etc.): _____

Certification Expiration Date: _____

NOTE: Please include a current photo of the candidate with this recertification application.

AFFIDAVIT

In addition to remaining active in my field, I can document at least 30 hours of professional development activities during my previous certification term. I understand that I may be audited by ACAC upon submission of my recertification application. If I am applying for recertification with emeritus status, I state that I am no longer active in my field.

Applicant Signature

Date