



# ABC Renewal Application

## General Instructions

Renewal is the process that certified individuals must comply with under the Association of Boards of Certification’s certification standards to maintain their active certification status with ABC. Individuals who have not filed a renewal application within six months of the expiration date will be charged a late fee in addition to the renewal fee. If you are interested in renewing your certificate for another two years, please follow the instructions listed below.

- Complete all sections of this form fully, accurately, and legibly.
- Sign the acknowledgement in Section 3.
- Submit documentation showing the completion of 2.4 CEUs\* of professional growth.
- The fee for renewal is \$110.00 USD. An additional \$35.00 USD late fee is required if renewal documentation is not submitted within six months after the certificate’s expiration date.
- Certificates that have been expired for two or more years cannot be renewed.
- All fees are nonrefundable whether or not the application is approved.
- Make a check or money order payable to: Association of Boards of Certification. We do not accept credit or debit cards.
- Please allow 4 weeks for processing before checking on the status of your application.
- Mail completed application to: ABC • 2805 SW Snyder Blvd., Ste. 535 • Ankeny, IA 50023
- Questions? Phone (515) 232 –3623 or e-mail certification@abccert.org

### Section 1: Certification and Contact Information

#### Contact Information (Please complete)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### ABC Certification

ABC Certificate Number: \_\_\_\_\_

Category: \_\_\_\_\_

Class: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

#### Office Use Only

Application ID: \_\_\_\_\_ Renewal Fee: \_\_\_\_\_

Late Fee: \_\_\_\_\_

Applicant ID: \_\_\_\_\_ Total Fee: \_\_\_\_\_

\* CEU requirement for Plant Maintenance Technologists: Class I and II: 0.8 CEU; Class III: 1.6 CEUs.



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## Section 2: Continuing Education

Attach documentation showing completion of **2.4 CEUs** (24 contact hours)\* of professional growth **earned within the two-year term of your certificate**. The documentation can be in the form of training course certificates, transcripts, etc. **It must contain the following information:** course title; instructor/educational institution/sponsoring organization; date of completion; and CEUs/contact hours/credit hours earned. If the CEUs/contact hours/credit hours are not listed on the document, please provide a letter from the course provider stating the number of contact hours earned. **Documentation submitted without this information will not be approved.** If the course content cannot be determined from the course title, please include a course description with your certificate. To receive credit for attending a conference or workshop, a workshop or conference agenda **must** also be included along with the certificate.

A full list of approved topics accepted for certification renewal can be found on ABC's website at [www.abccert.org](http://www.abccert.org), click on ABC Certification Program, then Renew Your ABC Certification. The following is only a general guideline to the course topics accepted for renewal and **does not guarantee** approval.

- Math and science courses
- Environmental courses related to your area of certification
- Correspondence courses from California State University in Sacramento, or similar
- A limited number of job related safety courses
- Courses sponsored by WEF, AWWA, NEWWA, EPA, etc.
- Job-related computer courses

Note: 10 contact hours = 1 continuing education unit (CEU) and 15 contact hours = 1 semester credit

## Section 3: Acknowledgement

I, the undersigned, certify that I am the named applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility for certification or revocation of any certificate granted. I understand that the enclosed fee is non-refundable and that an additional processing fee may be charged if the application is completed incorrectly or is unreadable. Further, if I have received the certification under false circumstances, I will immediately surrender the certificate to ABC. I also consent to a thorough investigation of my application for the purpose of verification of my qualifications for certification. I also understand that by signing below I give ABC the authority to use and report this information and my test results. I waive all claims and agree to indemnify and hold harmless ABC for any action taken pursuant to the rules and standards of ABC with regard to my application and/or my certification except claims based on gross negligence or lack of good faith.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_