

Recertification Extension Requirements

PAS AND BAS

Reliability Training participants who have achieved 85% or higher on the PAS or BAS Reliability Training test are eligible for certification, provided they complete and submit all required materials for two PAS/BAS assessments within three months of their reliability training date. If they are awarded certification their certification expires in two years. Within four months prior to their certification expiration date they have two options: 1) submit an assessment for review or 2) attend a recertification webinar with a pre-assignment and post-assessment. We recognize that on rare occasions, circumstances may occur that prohibit a participant from submitting their assessments within the 3-month requirement. On such occasions, participants may request an extension. If they meet the extension requirements, there is an additional fee of \$125. Acceptance of the extension request is dependent on the following:

- You must register for the extension *prior* to the expiration date. Failure to do so will result in a decision to not certify.
- If this is your *Initial Recertification (two years after your original certification)* you have two months from your expiration date to either attend a Recertification Webinar or complete two assessments for review.
- If this is your *Second Recertification (four years after your training and original certification)* you have two months from your expiration date to conduct one assessment for review.
- You can only receive one extension.
- You must pay the \$200 recertification application fee and the \$125 extension registration fee.

Registration for extensions is done online. Please contact the Professional Learning Team Administrative Assistant (pas.bas@nl.edu or 847.947.5195) for a link.