

Credentialing Guidelines and Requirements

A Candidate Guidebook

Table of Contents

APPENDIX J: VOLUNTARY SURRENDER OF CERTIFICATION POLICY

- Voluntary Surrender of Certification Policy

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Voluntary Surrender of Certification Policy

VOLUNTARY SURRENDER OF CERTIFICATION POLICY

A certificant may voluntarily surrender their certification subject to certain conditions.

1. Voluntary Surrender. A certificant may seek to voluntarily surrender their certification by submitting a written request to PTCB.

- Once the surrender is complete, the certificant will be removed from the active certification record. All fees and charges paid to PTCB will be forfeited upon surrender. A former certificant may not: represent themselves as certified by PTCB; use any PTCB credentials and certification marks; or, represent that they are otherwise affiliated with PTCB.
- If the certificant is the subject of a current conduct complaint and investigation, the certificant may surrender their certification, and if at any point they wish to regain certification, the certificant should be aware that the investigation process will be resurrected.
- If the certificant is under a current sanction, such as suspension, the certificant may surrender the certification, but the sanction will remain in effect for the applicable period.

2. Regaining Certification Following Voluntary Surrender. A certificant who voluntarily surrendered their PTCB certification may be permitted to reapply for certification. The former certificant may be granted certification if they satisfy all current certification eligibility requirements, and pay all required fees, and/or comply with PTCB procedures, as set forth in PTCB policies.