

Policy

If an individual does not meet the annual Continuing Certification Program (CCP) requirements, they can be reinstated once every 4-year cycle by paying a \$200 reinstatement fee and completing the current year's CCP requirements, including paying the annual fee.

Exception

If an individual does not meet the annual CCP requirements due to extenuating circumstances and notifies HMDCB accordingly, they can be reinstated by completing the current year's CCP requirements and will not be required to pay the reinstatement fee.

Procedure

On an annual basis, staff will run a report of all individuals who did not satisfy the annual Continuing Certification Program requirements. Those who did not will be informed that their HMDC status is no longer active and they need to cease use of the credential immediately. They will be notified about the reinstatement process and provided a reinstatement deadline.

If the individual continues use of the credential after being notified, the Executive Director will contact legal counsel to advise on next steps.