

## Certification Renewal Fact Sheet

This fact sheet is designed to provide certified Consultants and Technicians with a summary of important features of the certification renewal process. It addresses questions and concerns which come up from time to time. It is our intent to work with you to make the process for achieving and maintaining certification as smooth and trouble free as possible. We will continue to send written reminders in plenty of time for you to anticipate and prepare for renewing your certification. Please read them carefully and call us immediately if you have questions.

- Your Certified Asbestos Consultant or Site Surveillance Technician card is not valid after the expiration date shown on the front. Without a valid card and current AHERA certificates, you are not entitled to act as a Certified Asbestos Consultant or Site Surveillance Technician.
- If you allow your certification to expire without completing all of the renewal requirements, it cannot be renewed and you must retake and pass the qualifying exam to regain your status as a certified individual. [8CCR 341.15(h)]. There is no “grace” period.
- If you allow your certification to expire and want to become certified again, you must reapply and pay the new application fee. You will not be included in the “Listing of Asbestos Consultants and Site Surveillance Technicians” until you are again certified.
- Renewal materials must be submitted to the Asbestos Consultant Certification Unit at least 60 days before your card expiration date [8CCR 341.15(h)].
- Renewal materials consist of (1) a completed renewal request form, (2) the renewal fee, (3) photos, (4) respiratory protection declination form 5144 (if applicable) and, (5) AHERA certificates which expire at least one day later than the expiration date on your card.
- If you never allow more than one year to pass between AHERA refresher courses, your certificates will always be “current” and it will make no difference what dates you take them relative to your card expiration date. However, if you have refresher courses that expire shortly before your certification card expires, you are exposed to the risk of failing to meet renewal requirements should something unforeseen prevent you from taking the course. You may want to consider moving such refresher dates up on a one time basis to minimize the risk.
- To give you every advantage for a successful renewal, we will evaluate your request whenever it is received; even if it is submitted incomplete and/or after the due date (60 days before your certification expires). However, in any such case, you must assume all the risk that deficiencies will not be resolved in time or that a review of your request package will not be completed in time to successfully accomplish the renewal process. That is, before your card expiration date. This is a risk which increases as your certification expiration date approaches.
- There is no penalty for renewing your certification before your card expiration date. Only the year will change on your new card; the month and day will remain the same. You will not lose any time as a certified individual by meeting the due date (sixty days before your certification expires).
- You are certified as an individual. Use caution in delegating any part of the renewal process to others. It is your certification at stake, not the company you work for.

We expect that most of you will continue to submit renewal materials at least 60 days before your card expiration date as required by the regulation. But if for some reason this is not possible, we will continue to work with you to resolve problems during the 60 day period which ends when your card expires. If you think you may have a problem, please contact us while there still is time for us to help you avoid having to reapply.