

Missed the deadline to renew your certification?



You may have options.

**If you missed the deadline for certification renewal, you may have options for maintaining your credential.
Consider Reinstatement.**

To Reinstatement by Option 1 (Practice Hours + ONC-PRO) you must:

- Meet the eligibility criteria for renewal by Option 1
- Earn all ONC-PRO points by December 31 of the year certification is due for renewal
- Apply for reinstatement by March 31 of the year following your certification expiration. When applying, submit the application, logs, and documentation of meeting the ONC-PRO requirements (e.g., CE certificates, grade reports).
- Submit a \$300 reinstatement fee, in addition to the final deadline fee for renewal by Option 1

To Reinstatement by Option 3 (ONC-PRO + Testing) you must:

- Meet the eligibility criteria for renewal by Option 3
- Earn all ONC-PRO points by December 31 of the year certification is due for renewal
- Apply for reinstatement by the final application deadline for the first test administration window of the year following your certification expiration. Contact ONCC for specific instructions on how to apply for Reinstatement by Option 3. You'll be required to submit the test application, as well as ONC-PRO Logs, and documentation of meeting the ONC-PRO requirements (e.g., CE certificates, grade reports).
- Submit a \$300 reinstatement fee, in addition to the final deadline fee for renewal by Option 3

Keep in mind:

- Reinstatement is retroactive; your certification period will not be extended. For example, if you're due to renew in 2011 and reinstate in 2012, your next certification expiration will be in 2015, just as if you had renewed in 2011.
- You may not use the credential after it expires on December 31, until you've been notified of successful reinstatement

If you're not interested in Reinstatement, retesting may be an option. You must meet the eligibility criteria for initial certification, and submit an application, required documentation, and fee by the application deadline date for the desired test window. If you plan to retest, remember that you may not use the credential after it expires until you successfully pass the test again.

Questions? Contact ONCC at 877-769-6622 or oncc@oncc.org. Visit www.oncc.org.

