



RECERTIFICATION COMMITTEE

Standard Operating Procedures

DIRECTIVES: Oversees the recertification program of ABFDE. The Committee is responsible for assessing and recording recertification points from Diplomates' annual updates, issuing annual Notice of Points Award (NOPA) forms reflecting current point status toward Diplomates' 5 year recertification, and to notify the BOD of a Diplomate's success or failure of achieving recertification either through point accumulation or taking the recertification test.

1. Annual Updates

- 1.1. Diplomates should send their Annual Updates to the Recertification Manager by August 15 of every year. Some latitude should be given with this deadline, especially under extenuating circumstances.
 - 1.1.1. Mail a reminder letter to the Diplomate if the Annual Update is not received by mid-September. A draft of this letter is on disk under the name "Recert Late Update Letter Draft".
 - 1.1.2. A Diplomate's failure to submit the Annual Update within the period listed in the letter may cause the Diplomate to forfeit all recertification points earned during that yearly period.
- 1.2. Review the activities listed on the Annual Update and award points where appropriate. The list of points and acceptable activities are in files entitled "Recertification Points Scoring Table" and "Teaching and Training Points".
- 1.3. If it is the first year after certifying or recertifying, create a new NOPA listing the five upcoming years in the recertification period. The blank NOPA form is in the file titled "NOPA Worksheet". This is an MS Excel file.
 - 1.3.1. For subsequent years, use the same NOPA, but fill in the column for the designated year.
Note: Make sure your name and address is listed as the contact person at the bottom of the NOPA.
- 1.4. Forward the completed NOPA to the Diplomate. You may include a cover letter (draft in Word format in file entitled "Recert NOPA Letter Draft").

- 1.5. Forward the completed NOPA to the Administrative Office for retention in the permanent file.

2. **Recertification Process**

- 2.1 In January, the Administrative Office mails a letter and application to the recertifying Diplomate and forwards a copy to the appropriate Recertification Manager.
- 2.2 The Diplomate submits the completed application to his/her Recertification Manager. A copy may be submitted in lieu of the original (i.e. PDF, JPG, Facsimile, etc.).
- 2.3 The Recertification Manager evaluates the information to ensure the Diplomate has met the minimum 40-point requirement.
 - 2.3.1 Recertification Manager also ensures that the Diplomate is current on his/her Annual Dues.
- 2.4 If the Diplomate is eligible to recertify, the Recertification Manager requests a membership card and a Certificate of Recertification from the Administrative Office, and provides the date that the Diplomate met all necessary qualifications for Recertification.
 - 2.4.1 Generally the date that the Diplomate met all qualifications for recertification will be the date on the application.
 - 2.4.2 The Diplomate's Certification date will not change, and the Certificate will be valid from the Diplomate's actual Recertification date until five years later.
- 2.5 Each recertification manager shall send the application and a copy of the letter to the Administrative Office to be placed in the Diplomate's permanent file.
 - 2.5.1 Make a copy of the application for the Recertification Manager's file, address a congratulatory letter and make two copies (one for Recertification Manager's file and one to send to the Administrative Office).
 - 2.5.2 Make a request for the Administrative Office to mail the Diplomate's membership card and the Certificate of Recertification.
 - 2.5.3 A copy of the membership card and the Certificate of Recertification should be placed in the Diplomate's file maintained by the Recertification Manager.
- 2.6 A congratulatory letter is then sent to the Diplomate, and the letter should notify the Diplomate that their card and Certificate should arrive shortly.
- 2.7 Notify the Recertification Chairperson that a Diplomate has successfully completed recertification. The Chairperson reports this information at the annual Board Meeting.

3. **New Diplomates**

- 3.1. Once a Testing Candidate has passed Certification Testing and been voted on by the BOD, the Secretary will notify the Recertification Committee Member (Recertification Manager) responsible for maintaining the Diplomat's file.
- 3.2. Upon receipt of the information from the Secretary, the Recertification Manager sends the new Diplomat a letter of congratulations (under file entitled "Recert New Diplomat Draft") which introduces the Recertification Manager to the new Diplomat and explains the recertification process.

4. **Maintaining Files**

- 4.1. Recertification Managers will not maintain their own recertification files or those of their supervisors, trainees, or co-workers. The Recertification Chairperson should reassign these files to another Recertification Manager.
- 4.2. Managers will maintain their group of Diplomates' recertification records submitted during the current 5-year recertification period and the Diplomates' recertification records submitted during the most recently completed 5-year recertification period, for a total of up to 10 years. Before destroying the contents, the Manager should ensure that all relevant documentation has been forwarded to the permanent file maintained by the Administrative Office. All previous supporting documentation will be destroyed.
- 4.3. When a Diplomat opts to become a former Diplomat, their Recertification Manager must notify the President and the Recertification Committee Chairperson. The President will send a letter to this Diplomat. The Recertification Manager will retain the former Diplomat's file for a period of one year. Before destroying the contents, the Manager should ensure that all relevant documentation has been forwarded to the permanent file maintained by the Administrative Office.
- 4.4. When a Diplomat opts to become a former Diplomat, the Recertification Committee Chairperson will notify the Administrative Office the editor of the ABFDE Newsletter and membership updates to remove this Diplomat from mailing lists.

5. **Inventory of Files**

- 5.1. Recertification Managers will make an inventory of every file in their custody anytime files are sent to a new Recertification Manager, and a new Recertification Manager will make an inventory of every file that is received from a past Recertification Manager.
- 5.2. A copy of the inventories will be sent with the Diplomat files being transferred.

6. **File Audits**

- 6.1. The Executive Board will audit a representative sampling of the Diplomate files maintained by the Recertification Committee on an annual basis. The Recertification Committee Chairperson will determine which files to submit for review.