



Certification/Designation Inactive (Park) Status Policy

Purpose:

During an inactive period (i.e., when not employed in or otherwise involved in the right of way profession), a certified or designated individual may request for Certification Inactive Status.

Provision:

- Submit a letter, along with the \$20 USD processing fee, requesting the certification be held in an inactive status and acknowledging that during such period, the certification may not be used or claimed.
- Pay an annual \$50 USD maintenance fee for members and a \$70 USD maintenance fee for non-members during inactive status.
- To apply for inactive status, certification must be current. Inactive status may not be applied for if recertification has expired.
- Once a certification or designation is placed in inactive status, the remaining time within the current recertification period will be paused.
- If a certified or designated individual fails to pay the annual maintenance fee within 30 days, the certification or designation will be revoked and the certification or designation cannot be used or claimed.

Reinstatement to Active Status:

To re-establish to active status, please follow the steps below.

- Submit a letter requesting to re-establish the active status of the certification or designation, including the reinstatement fee (\$50 USD for members and \$70 USD for non-members).
- Complete current recertification requirements for the certification (Recertification must be completed within what remains of the original certification 5-year period from the time the inactive status was entered).
- Comply with any current recertification or other requirements as may be established by the International Professional Education Committee — Credentialing Subcommittee.