IRWA INTERNATIONAL
PROFESSIONAL EDUCATION
COMMITTEE

Recertification Extension Checklist

As part of requesting a recertification extension, ensuring eligibility and including all necessary information in your submission is essential.

Utilize this checklist to guide the reinstatement request process:

1. ☐ **Review the Recertification Extension Policy**
   - Ensure Eligibility
   - Become Familiar with the Provisions for Extension
     - o [Recertification Extension Policy](#)
2. ☐ **Determine What Type of Extension**
   - Option 1 – Short (6 months)
   - Option 2 – Long (greater than 6 months)
   - Multiple Extensions
3. ☐ **Option 1 – Short Extension (6 months)**
   - Include an Explanation
     - o The request should provide a brief explanation of why the candidate is unable to meet the original recertification deadline.
   - Include a Timeline
     - o The request should provide when the required recertification credits and recertification application will be completed.
       - ▪ An ideal application will include the courses and course dates the candidate intends to complete to satisfy the recertification requirements
4. ☐ **Option 2 – Long Extension (greater than 6 months)**
   - Include an Explanation
     - o The request must provide a detailed explanation of why the candidate is unable to meet the original recertification deadline.
   - Include a Timeline
     - o The request must provide when the required recertification credits and recertification application will be completed.
       - ▪ An ideal application will include the courses and course dates the candidate intends to complete to satisfy the recertification requirements
5. ☐ **Multiple Extensions**
   - Include an Explanation
     - o The request must provide a detailed explanation of why the initial extension was insufficient.
   - Include a Timeline
     - o The request must provide when the required recertification credits and recertification application will be completed.
       - ▪ An ideal application will include the courses and course dates the candidate intends to complete to satisfy the recertification requirements
6. ☐ **Submit Request for Extension**
   - Candidate's must submit a written request for extension to the IRWA Credentialing Manager
     - o Francis Vicente; vicente@irwaonline.org