

Reinstatement of Lapsed Credentials Checklist

As part of the process for requesting a lapsed credential be considered by the IPEC Credentialing Subcommittee for reinstatement, it is essential to ensure eligibility and include all necessary information in your submission.

Utilize this checklist to guide the reinstatement request process:

1. **Review the Reinstatement of Lapsed Credentials Policy**
 - Ensure Eligibility
 - Become Familiar with the Provisions for Reinstatement
 - [Reinstatement of Lapsed Credentials Policy](#)
2. **Include an Explanation**
 - The request must provide a detailed explanation of why the candidate was unable to meet the original recertification deadline.
3. **Include a Timeline**
 - The request must include 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 lapsed credential's recertification requirements
4. **Submit Request for Reinstatement**
 - Candidates must submit a written request for reinstatement to the IRWA Credentialing Manager
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