

Policy: CDRS Certificate Renewal Extension
APPROVAL DATE: 12-6-2014
PRIOR POLICY DATE: N/A
RESCINDED: N/A

POLICY NUMBER: 408
EFFECTIVE DATE: 12-6-2014

PURPOSE:

To describe applicant eligibility and process to apply for CDRS renewal extension.

POLICY:

It is the policy of ADED to extend the deadline for CDRS renewal in the case that due to extenuating circumstances a certificate holder is unable to obtain the necessary contact hours within the renewal cycle. Only one extension request per renewal cycle will be granted.

Extenuating circumstances must have occurred relevant to the certificate holder's renewal cycle. Examples of extenuating circumstances include:

- Medical leave
- Maternity and/or family leave
- Military leave/deployment
- Other circumstances that uncontrollably and substantially limit a certificate holder's ability to obtain required contact hours within a renewal period.

PROCEDURE:

1. The request must be made while the CDRS certification is current and in good standing.
2. Requests must be submitted within the calendar year of the extenuating circumstance and no later than the November 1st renewal deadline.
3. All requests for CDRS renewal extension must be submitted via the on-line application form at which time the following fee schedule would apply:
 - a. administrative fee
 - b. prorated renewal fee for additional year of extension
4. Explanation of extenuating circumstances must be provided at time of the request.
5. The certification co-chairs will review all requests within 30 days of the request submission. Co-chairs may approve an extension immediately. Any complex applications will be reviewed by the entire committee and approval will be based on the committee majority decision. Applicants will be notified of status within 45 days of submission receipt.
6. If approved, extensions are granted for a period of one year, therefore the renewal cycle due date is extended by one year past the original date.
7. Upon extension approval, documentation to verify the extenuating circumstances will be required from a specified authority (e.g. physician, supervisor, etc.) within 45 days of notice of extension.
8. The use of the CDRS credential will remain in effect for the duration of the extended renewal period.
9. All extended CDRS certificates will be audited at time of renewal. Renewals failing audit will cause the CDRS status to convert from active to the second year of probation status (currently referred to as "non-renewal") extending the renewal period to a 5 year cycle. The CDRS credential cannot be used during this 5th year and 50 contact hours will be required at renewal. If the candidate fails the audit at the end of the second year, the candidate will have to take the CDRS exam to renew their credential.
10. In cases of extension request being denied, the prorated renewal fee will be refunded.