



## CREDENTIAL SUSPENDED PERIOD POLICY

***This policy has strict requirements that the credential holder should completely read and understand before considering a credential suspension.***

A credential suspension period is intended to allow a credential holder the opportunity to complete renewal requirements for their expired credential without the loss of the credential. The expired credential will instead be suspended (**invalid**) until all of the renewal requirements have been satisfied as defined below.

- a) The suspension shall automatically be activated 90 days after the expiration date.
- b) The credential holder will receive a written notice of placement into the suspension status sent to the primary email address on file.
- c) The suspension shall expire one year from the credential's original expiration date.
- d) The suspension period **will not** alter the renewal period dates or change the credential's original expiration date.

BICSI's directory on the website and your individual profile will indicate the credential holder's suspended status.

### **Conditions of Suspension:**

- a) The credential holder shall adhere to the BICSI Code of Ethics and Professional Obligations and **shall not represent themselves as holding the credential designation or otherwise use the credential designation during the suspension period.** This includes but is not limited to marketing materials, letterheads, business cards, email signatories, company website, and the like.

**Misrepresenting a suspended credential is considered an ethics violation and can subject you to revocation of your credential.**

- b) CECs obtained during the suspension period, in support of the expired credential, shall **not** count toward any subsequent credential renewal period. Any credits earned beyond the requirement for the prior period may be applied to the current renewal period.



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- c) Conference Attendance Credit and Conference CECs obtained during the suspension period, in support of the expired credential, shall **not** count toward the new credential renewal period. Conference Attendance Credit and Conference CECs shall **not** be split between two renewal periods.
- d) The credential holder shall pay all unpaid renewal fees and late fees, and agree to the Code of Ethics and Professional Obligations to move into the current renewal period.

### **Termination of Suspension:**

- a) The suspension period will cease no later than 1 year after the credential expiration provided **all requirements for the prior credential renewal period have been met before expiration of the suspension period**. Confirmation of the successful return to active status will return all privileges and responsibilities of the credential and the current recertification requirements.
- b) If the requirements of the suspension are not met in their entirety, BICSI will consider the credential to be forfeited by the credential holder. The credential and all of its privileges will be revoked.
- c) If it is desired to hold a BICSI credential, you may apply as a new applicant or review the Reinstatement for Lapsed Credential Holders for options.
- d) The credential holder has the right to appeal a revoked credential.

**END OF POLICY**