

## How to Request an Extension to Submit Your Credential Renewal

If you are one of the 146 CRPs who took the PCC Exam pilot test your credential renewal was due June 11, 2013 and it is now late. If you have not submitted your renewal, all is not lost, but there is a specific process for requesting an extension. Depending on how much additional time you need, please follow the steps outlined below.

### Up to 60-day Extension:

The VPDPC can approve up to a 60-day extension for good cause. If you are able to get the required number of CLEs completed and the supporting documentation gathered and submitted to NFPA headquarters using the online renewal process by August 7, 2013 you will need to do the following:

- Send an email to [Michelle@paralegals.org](mailto:Michelle@paralegals.org) providing the date your renewal is due and stating the reason you need a 60-day extension.
- Pay the \$25 extension/late fee
- Be sure to have your renewal submitted online no later than August 7, 2013. The renewal submission must be complete, i.e., no problems or missing information or seminars requiring CLE approval by the NFPA CLE Coordinator. You must also include the regular \$25 renewal fee at this time.

If you need more time than the 60-day extension, you will need to do the following:

- Send an email to [Michelle@paralegals.org](mailto:Michelle@paralegals.org) providing the date your renewal is due and stating the reason you need longer than a 60-day extension. You must specify the date by which you will submit a complete renewal package.
- Pay the \$25 extension/late fee
- Once the \$25 fee is paid, the VPDPC will forward the request for approval for an extension/approval to submit a late renewal to the Certification Standards Committee. The Committee will review the request and notify the VPDPC of their decision.
- The VPDPC will notify the CRP and NFPA headquarters of the Committee's decision.
- Submit a complete renewal to NFPA headquarters, including the regular \$25 renewal fee no later than the date specified in your request.

NOTE: Approval of either a 60-day extension or a longer extension **does not** change the date that your next renewal will be due. For CRPs who took the pilot test on June 11, 2011, your renewal will **always** be due on or before June 11<sup>th</sup> in odd numbered years.

While this example used here is for the PCCE pilot test takers, the process applies to all CRPs as well as all RPs who may require an extension.