

**PARALEGAL FASTTRACK CERTIFICATION PILOT PROGRAM
(FASTTRACK) PROCEDURES**

FEES

- Fees remain non-refundable
- PACE application fee \$250 (down from \$325)
- PCCE application fee \$250 (down from \$325)
- PACE Reapplication/retest fee \$150, within 2 years of original (down from \$325)
- PCCE reapplication/retest fee \$150, within 2 years of original (down from \$325)
- Suspend \$25 processing fee (if applicant fails to provide required documents)
- PACE Renewal fee \$50 (down from \$75)
- PCCE Renewal fee \$50 (down from \$75)
- 60 Day Extension or Retroactive Extension fee \$15 (down from \$50)
- Assurance of Learning Partner Candidate application fee – 10% discount

FASTTRACK APPLICATION PATHWAYS - PACE

Education, Military Service, CRP credentials	Years of Substantive Paralegal Experience	CLE
Bachelor Degree or higher	2 years	1 hour of NFPA-approved ethics CLE, within 2 years preceding application ¹
Associate Degree	6 years	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
Paralegal Certificate ²	8 years	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
Military Paralegal Rank of E6 or higher ³	Defined by rank	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
CRP credentials renewed for at least 2 cycles	Defined by PCCE	12 hours of NFPA-approved CLES, including 1 CLE hour of ethics, within 2 years preceding the Application
High School or GED	10 years	12 hours of NFPA-approved CLES, including 1 CLE hour of ethics, within 2 years preceding the Application

¹ All Ethics requirements can be Ethics CLE or Diversity & Inclusion CLE

² ABA or AAFPE member paralegal or LLLT programs

³ Active duty, retired, former military, or the reserve component of any branch of the US Armed Forces, qualified in a military operation specialty with the rank of at least an E6 in a paralegal rate as a Staff Sergeant (Army and Marines), Petty Officer First Class (Navy), Technical Sergeant (Air Force), or higher as a supervisory paralegal within that branch of service and 12 hours of continuing legal education (“CLE”), including 1 CLE hour of ethics, within 2 years preceding the Application.

FASTTRACK APPLICATION PATHWAYS – PCCE

Education, Military Service, CRP credentials	Years of Substantive Paralegal Experience	CLE
Bachelor Degree or higher	6 months	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
Associate Degree	1 year	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
Paralegal Certificate ⁴	1 years	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
Military Paralegal Rate (Job) ⁵	Defined by rank	1 hour of NFPA-approved ethics CLE, within 2 years preceding application
NFPA Assurance of Learning Education Partner Students ⁶	N/A	N/A
High School or GED	5 years	12 hours of NFPA-approved CLES, including 1 CLE hour of ethics, within 2 years preceding the Application

Substantive Paralegal Experience

“Minimum work experience” is defined as full-time employment performing the duties of a paralegal at least 80% of the time. Part-time employment is calculated on a pro-rata basis.

“Substantive Paralegal Experience” is defined as the performance of substantive legal work that requires knowledge of legal concepts and is customarily, but not exclusively, performed by a lawyer. The paralegal may be contracted with or employed by a lawyer, law office, governmental agency, or other entity, or may be authorized by administrative, statutory, or court authority to perform this work.

Substantive paralegal work experience must be verified by each employer (or previous employers, if necessary) by letter from the employer/attorney. Each employer must verify the applicant’s substantive paralegal experience (as defined above) and the time during which the work was performed. The “Substantive Paralegal Employment Verification Letters” must be on the employer’s letterhead and specify dates, capacity of employment, and confirm the substantive paralegal experience with a statement from the employer that: verifies the work would have otherwise been performed by an attorney; the paralegal performed the substantive work at least 80% of the time, whether the paralegal was full

⁴ ABA or AAFPE member programs, including LLLT programs

⁵ Active duty, retired or former military personnel qualified in a military operation specialty as a paralegal and 1.0 hour of Ethics CLE within the year preceding the exam application

⁶ May apply within two months of graduation pursuant to the Assurance of Learning guidelines.

time or part-time; the average number of hours worked per week and the time period of the employment. The Employment Verification Letters must match the employment history listed on the application and equate to the total experience required for the applicant's selected eligibility pathway.

INFORMATION AND DOCUMENTATION REQUIRED TO APPLY FOR ELIGIBILITY

- Completed Application
- Applicant Attestation that includes the Education and Experience Verification Statement
- Executed Application and Confidentiality Agreement
- Executed License to Use the Credentials Agreement
- \$250 Application Fee or \$150 Reapplication Fee (if reapplying within two years from original)
- Letter from Attorney/Employer verifying Substantive Paralegal Experience (if eligibility relies on paralegal experience) – see EXHIBIT A, Sample Letter Verifying Experience
- Copy of Education Transcripts (if eligibility relies on education)
- Copy of DD214 or equivalent (if eligibility relies on military service)
- Paralegal Certificate (from an ABA-approved paralegal or LLLT program or AAFPE member program)
- Sufficient CLE Certificates meeting NFPA guidelines to satisfy the eligibility pathway requirement

CERTIFICATE PROGRAMS ACCEPTED

- ABA-approved paralegal or LLLT programs
- AAFPE-member paralegal programs

APPLICATION ATTESTATION AND CONFIDENTIALITY AGREEMENT

The following language is included in each application and the attestation, application and confidentiality agreement must be signed and agreed to before any application may be considered. All existing credential holders are bound by this same language as part of their renewal of the credential:

- I attest that I have read and agree to abide by the policies outlined in the NFPA FASTTRACK Procedures.
- I attest that I have read and agree to abide by the Confidentiality Agreement.
- I attest that I have read and agree to abide by the License Agreement for use of the Credentials, should they be awarded.

I understand that successful completion of PACE/PCCE depends on my satisfying all criteria for knowledge, education, and experience established by NFPA, including the submission of all required documents, references and information, and paying the non-refundable application/exam fees. I also understand that any false, inaccurate, or misleading statements included here will constitute grounds for the suspension or

revocation of the PACE/PCCE credential awarded on the basis of the information I provide and attest that all information provided is true and accurate

I understand and agree that PACE/PCCE and its contents are highly confidential and proprietary to NFPA. By signing this agreement, I understand and agree that I will not to copy, distribute, or disclose any of its contents, or breach its confidentiality, including but not limited to the following breaches:

- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose
- Copying, distributing, or disclosing any of the contents of the exam
- Breaching the confidentiality of the exam
- Disclosing any portion of any exam questions or answers
- Disclosing "specific contents" such as the number and type of questions

I further acknowledge and agree to my understanding that breaching this confidentiality agreement will result in the loss of a credential when awarded and/or inability to sit for the exam at some future time.

By submitting this application, I attest that I have not been convicted of a felony, or comparable crime as defined by a state that does not have a felony designation or that such a felony conviction has since been expunged, overturned or sealed by a court of law. I further attest that I am not currently under suspension, termination, or revocation of a certificate, registration, or license to practice by a professional organization, court, disciplinary board, or agency in any jurisdiction. I agree to be bound by the Character and Fitness Requirements of NFPA in order to be awarded or retain any NFPA credential.

I understand that by submitting this agreement and attestation, I am giving full authority to the Certification Standards Committee (CSC), NFPA, Prometric, or any of its agents to obtain all necessary information to confirm this application, including verification of supporting documents, or to investigate any of the attestations contained within, including the CSCs authority to review complaints of violation of the Application and Confidentiality Agreement or the License to use the Credentials Agreement.

Further, I acknowledge and attest that this agreement constitutes a release to any individual or entity that I have referenced in the application and/or any supporting documentation to provide any and all information necessary to support and/or deny my application. I understand that my application and supporting documentation may be audited to verify accuracy and if it is found that any information is false or inaccurate, my application will be denied, and the eligibility or the credential revoked.

Furthermore, I understand that I will not receive a score immediately upon completion of the exam, until the results can be verified and are released by email notification from NFPA, at a later date. I understand that use of the trademarked credential (e.g. Jane Doe, RP® or Jane Doe, Registered Paralegal®) is governed by the License to use the

Credentials. The use of the credentials are prohibited, unless or until they have been officially awarded by NFPA, or if the credentials are out of compliance, suspended or terminated.

Under penalty of perjury, I attest to all of the facts stated and documents submitted as part of the application to apply to sit for the PACE/PCCE. All statements are true and accurate at the time of this submission.

Audit of Application Submission

Eligibility Applications will be approved, if all documentation and fees have been submitted. The applications are subject to a random audit to verify the submission documentation and information provided. Staff will assign 5% of the applications to a Reviewer to confirm the application and documentation meets NFPA guidelines. The Reviewer will review the documents and information submitted, verifying the information and documentation meet NFPA guidelines. If the application and supporting documents do not meet NFPA guidelines, the applicant will be given thirty days to cure the deficiency or the application will be denied and the eligibility to sit for the exam revoked. No extensions will be granted to cure any deficiencies identified on a completed application.

LIMITED LICENSE TO USE THE RP® or CRP® Credentials

SEE EXHIBIT B – Limited License to Use the NFPA-awarded Credentials

RECERTIFICATION/MAINTAINING THE CREDENTIALS

Section 11.8 is amended to read as follows for the duration of the FastTrack Program

(a) **Renewals.**

The Renewal Candidate shall:

1. Submit the Renewal Application between sixty (60) and one hundred and eighty (180 days) of the renewal deadline. Must agree to the Application and Confidentiality Agreement, as well as the License to use the Credentials Agreement. Any application that is late or found not to be in compliance will be denied. Applications that are less than sixty days past the renewal date are eligible to submit a retroactive extension application and pay the late fee. Applications exceeding sixty days past their renewal date are not eligible for renewal.
2. Verify they continue to meet the Character and Fitness Requirements.
3. Verify they agree to the Credential Licensing Agreement.
4. Attest that they have reviewed all of the Renewal Guidelines contained within these procedures and attest that the information and documentation provided meets these requirements under penalty of perjury.

5. Provide all supporting documentation at the same time as the Renewal Application including: NFPA-approved CLE certificates and copies of any approved extensions. CLES are discussed in more detail below.
6. Complete the Renewal Application process in advance of the deadline to renew.
7. Pay the renewal fee of \$50 at the time the Renewal Application is submitted.
8. Pay an Extension Request fee of \$15 and submit the Extension Request Form IN ADVANCE of the deadline to renew, if the applicant is unable to meet the renewal deadline. If the renewal application is not received or approved prior to the deadline to renew, a \$15 fee will be assessed as a late fee, requiring the individual to submit a Retroactive Extension Request, to bring the credentials into compliance from the Renewal Deadline before any application to renew may be considered.
9. Respond to any requests by the Renewal Coordinator, Certifications Manager, the Vice President and Director of Paralegal Certification within thirty (30) days of the request. Failure to respond to the Reviewer or failure to provide the requested information or documentation within thirty (30) days of the request, will result in the application being denied. An exception may be awarded, if the applicant notifies NFPA that there were extenuating circumstances; such as hospitalization, active duty service, or a death in the immediate family, by providing additional verifying documentation.

No refunds will be provided on any application or fee except in the case of an error on the part of NFPA in accounting or administrative processing.

A “completed application” means all of the required renewal documents have been submitted, including the application, attestation, qualifying CLE certificates, paying the renewal fee, any approved extensions, and responding to any questions, outstanding issues or requests for additional documents by the Renewal Coordinators that may impacting the audit of the application.

Questions about renewing the credentials should be directed to the certifications@paralegals.org

(b) **Audit of Renewal Submissions.**

Renewal Applications will be approved if they are not out of compliance/expired. The applications are subject to a random audit to verify the submission documentation and information provided. Staff will assign 5% of the applications to a Reviewer to confirm the application and documentation meets NFPA guidelines. The Reviewer will review the

documents and information submitted as part of the completed application verifying the information and documentation meet NFPA guidelines. If the application and supporting documents do not meet NFPA guidelines, the applicant will be given thirty days to cure the deficiency or the application will be denied and the credentials will be revoked. No extensions will be granted to cure any deficiencies identified on a completed application.

(c) **CONTINUING LEGAL EDUCATION (CLEs).**

THE DEADLINE FOR SUBMITTING PROOF OF REQUIRED CLE CREDITS IS EVERY TWO (2) YEARS ON THE ANNIVERSARY OF THE DATE ON WHICH THE EXAM WAS SUCCESSFULLY PASSED.

Certificates of Attendance or Certificates Awarding CLEs credit are required to be submitted with the application to verify the CLE meets NFPA's guidelines as outlined below.

DO:

1. Submit 12 hours of CLE Certificates to renew the RP® Credential, with one hour being an Ethics OR DIE⁷ Course.
2. Submit 8 hours of CLE Certificates to renew the CRP™ Credential, with one hour being an Ethics OR DIE Course.
3. Submit CLE Certificates that were attended, or completed in the case of a webinar, within the two years since the last renewal. Example: If the renewal date is 06/01/2020, then all CLEs must have been completed between 06/01/2018 and 06/01/2020
4. Submit CLE Certificates that are NFPA-approved courses. Courses are approved if the certificates include verification ON THE CERTIFICATE that they are approved by any of the following organizations:
 - NFPA
 - An NFPA-member association
 - A local bar association
 - Any court within the US
 - Inns of Court
 - A military JAG School or military paralegal program
 - NALA

⁷ Diversity, Inclusion and Equity.

An email from one of these organizations verifying the CLE approval may also accompany the CLE Certificate as an alternative form of verification.

5. Submit CLE Certificates that include the name of the Renewal Applicant as the attendee or participant; handwritten or printed on the document is acceptable.
6. Submit CLE Certificates that include the number and type of CLE awarded by one of the NFPA-approved organizations. Example: General CLE 1.0 hours or Ethics CLE 2.0 hours
7. Submit CLE Certificates

DON'T

1. Submit CLE Certificates that do not total 12 CLEs required for the RP® Credential Renewal.
2. Submit CLE Certificates that do not total the 8 CLEs required for the CRP™ Credential Renewal.
3. Submit CLE Certificates that were completed more than two (2) years from the renewal date.
4. Submit CLE Certificates that don't include the number and type of CLEs awarded.
5. Submit CLE Certificates that don't identify the attendee or participant.
6. Submit CLE Certificates that do not include approval by one of the NFPA-approved organizations identified previously.
7. Submit CLEs. receipts, print screens of other organizations CLE databases or copies of CLE course descriptions instead of the CLE Certificates.
8. Submit third-party CLE Certificates NOT approved by one of the NFPA-approved organizations listed previously. They must state the organizations approval on the Certificate in order to qualify.

(d) **Reminders.**

As a courtesy, NFPA sends renewal reminders to the email address on file. Some email servers may block reminder emails from NFPA's reminder system. However, obtaining the required CLE credits and completing the Renewal Application process before the renewal deadline is the responsibility of the individual.

Failure to receive a reminder from NFPA is not a valid reason for an individual to miss their renewal deadline. Missing a renewal deadline by more than sixty (60) days will result in Revocation of the Credentials.

It is the obligation of each credentialed paralegal to notify NFPA of any address changes or changes in contact information within thirty (30) days of such change.

(e) **Non-Compliance.**

Any holder of an RP®/CRP™ credential who fails to complete the Renewal Process by the renewal deadline shall be deemed out of compliance. Any holder of a credential who is out of compliance and fails to complete a Retroactive Extension and Complete the Renewal process more than sixty (60) days after their renewal deadline shall have their credentials revoked effective the first day of the next month after the sixty (60) day deadline as set forth below in Section 11.12(b).

(f) **Request for Supporting Documents or Additional Information.**

When an application auditor, the Certification Manager or the VPDPC requests additional documents or supporting information to verify information submitted as part of an application or renewal, the applicant should respond with the requested documents or information within thirty (30) days of the request, or the request will be denied.

When the Certification Manager, the VPDPC or the Certification Standards Committee (CSC) requests additional documents or supporting information to verify information submitted as part of an extension or an appeal or other action not specifically identified above, the applicant should respond with the requested documents or information within fourteen (14) days of the request, or the request will be denied.

(g) **Recertification/Maintaining the PACE® /RP Credential.**

In order to maintain the PACE® Registered Paralegal (RP®) credential, the holder of such credential must obtain twelve (12) substantive CLE hours (in a legal or specialty field) every two (2) years from the anniversary of the date on which the exam was successfully passed. At least one (1) hour of the twelve (12) required CLE hours must be in legal ethics or a diversity, inclusion and equity CLE.

(h) **Recertification/Maintaining the PCCE® /CRP™ Credential.**

In order to maintain the PCCE® Core Registered Paralegal (CRP™) credential, the paralegal must obtain eight (8) substantive CLE hours (in a legal or specialty field) every two (2) years from the anniversary of the date on which the exam was successfully passed. At least one (1) hour of the eight

(8) required CLE hours must be in legal ethics or a diversity, inclusion and equity CLE.

(i) **Dual Credential Renewals.**

Those paralegals in good standing holding both the CRP™ and the RP® credentials may use the same CLE hours required in the renewal process, as long as they were obtained within the two year time period preceding their renewal date. Evidence of meeting the continuing legal education requirements for each credential must be submitted with the correct online Renewal Forms and can be located under Paralegal Certification and then Renewing your Credential. Certificates of Attendance are the required proof to verify attendance at a seminar.

The same requirements for the CLE Certificates noted previously apply.

(i) **Request for Extensions or Retroactive Extension.**

All Extensions or Retroactive Extensions must be submitted using the Extension/Retroactive Extension Request Form and include the Extension Fee payment of \$15.

Extensions to authorizations to test, eligibility extensions, renewal applications, and retroactive Renewals are rarely granted; however, a sixty (60) day extension may be considered, subject to review and verification, in cases of active duty deployment, medical crisis, or family emergencies subject to verification of supporting documentation.

Extensions fall under the following categories:

i. **Extension or retroactive extensions based on for Active Duty Military Deployment**

Extensions of renewal periods or retroactive extensions submitted based upon Active Duty Military Deployment are submitted to the VPDPC for review. The VPDPC will request verification of active duty status through a DD214 or a letter from the commanding officer and, once verified, the request will be approved. The extension can be approved for up to sixty (60) days from the date of the extension approval, unless additional time is requested to accommodate the active duty service requirements.

ii. **Extension of renewal period under sixty (60) days**

Extensions of renewal periods under sixty (60) days from the renewal deadline are submitted to the VPDPC for review. The VPDPC will review the request, may ask for additional documents or information, and then issue a decision whether to approve or deny the request. The

extension can be approved for up to sixty (60) days from the date of the extension approval.

iii. Extension of renewal period more than sixty (60) days after the deadline to renew, but before the revocation occurs

Extensions of renewal periods submitted beyond sixty (60) days from the renewal deadline are submitted to the VPDPC for review. The VPDPC will review the request, may ask for additional documents or information, and then issue a decision whether to approve or deny the request. The extension can be approved for up to sixty (60) days from the date of the extension approval.

iv. Retroactive extension of renewal period under sixty (60) days

Retroactive extensions of renewal periods submitted under sixty (60) days from the renewal deadline are submitted to the VPDPC for review. The VPDPC will review the request, may ask for additional documents or information, and then issue a decision whether to approve or deny the request. The extension can be approved for up to sixty (60) days from the date of the extension approval.

v. Retroactive extension of renewal period beyond sixty (60) days, but before the revocation occurs

Retroactive extensions of renewal periods submitted beyond sixty (60) days from the renewal deadline are subject to the revocation procedures outlined previously and are to be submitted to the VPDPC for review. The VPDPC will review the request, may ask for additional documents or information, and then issue a decision whether to approve or deny the request. The extension can be approved for up to sixty (60) days from the date of the extension approval.

PARALEGAL CERTIFICATION STANDARDS COMMITTEE (CSC)

All elements of Section 11.2 remain in effect.

PARALEGAL CERTIFICATION COORDINATOR(S) - PCCE® RENEWALS

All elements of Section 11.7 remain in effect, except for the following amended as part of this program to the following remain in effect except for the following revisions

(c) **Duties and Responsibilities.**

- (3) Assisting the VPDPC by auditing 5% of all PCCE® as assigned by MHQ using the current review platform which may include requesting additional documents or information from the applicant in order to complete the review and confirm compliance with the FastTrack Program;

INACTIVE STATUS

All elements of the Section 11.10 remain in effect, except the ethics component may include a DIE CLE.

RP®/CRP™ EMERITUS STATUS

All elements of the Section 11.11 remain in effect.

SUSPENSION, REVOCATION, AND REINSTATEMENT

All elements of the Section 11.12 remain in effect, except the following subsections which are amended thusly:

Suspension.

(a) Suspension.

- (5) No longer meeting the Character and Fitness requirements of an NFPA-credentialed paralegal.

(b) Revocation.

The CSC shall permanently revoke the RP® or CRP™ credentials or revoke the eligibility of a candidate based upon any of the following:

- (2) Knowingly making a false statement or misrepresentation deemed material to the application, registration statement, or status of credentials or renewals or violating the Character and Fitness Requirements of all Candidates and Credentials;
- (3) Knowingly and intentionally disclosing any or all Exam questions or answers, or specific content, or number and type of questions or violating the Confidentiality Agreement or the License to use the Credentials Agreement;
- (5) Conviction of a felony, or comparable crime as defined by an individual state that does not have a felony designation, that has not since been expunged, overturned or sealed by a court;

The CSC will provide written notice to the RP® or CRP™ of the pending actions addressed in Items 2-6 immediately preceding, grounds for pending action, effective date of action, right to respond to allegations within thirty (30) days, in writing, with any supporting documents, and a deliberation schedule.

The CSC shall consider all responses to notice of intention to revoke the credential or revoke the eligibility of a candidate within thirty (30) days of receipt of a response to allegations, if timely submitted. After such

consideration, the CSC will again provide written notice to the RP® or CRP™ of their acceptance or rejection of the candidate's response. Once the response is accepted, the CSC will consider the relevant facts prior to issuing a decision.

The credential shall not be revoked and removed from all public lists nor will the eligibility be revoked until the CSC has issued a decision on the issue. The CSC will provide a written decision within ninety (90) days of the Notice. If a revocation or determination of ineligibility is based upon Items 2-6 identified above, the individual is not eligible to reapply to determine eligibility or to retake the certification examination, and the credential will not be reinstated.

(c) **Reinstatement of Credentials.**

As noted in Section 11.12(b)(1), should any holder of a credential fail to submit the appropriate renewal documentation or complete the retroactive extension process within the stated deadlines, their credentials are revoked, and an appeal is denied by the CSC; said holder will be required to reapply to determine eligibility, retake, and pass the certification examination in order to have the credentials reinstated.

If the revocation is for a reason addressed in 11.12(b)(2-6), the individual is not eligible to reapply to determine eligibility or to retake the certification examination, and the credentials will not be reinstated. The decision issued by the CSC is the final decision. The appellant has the right to submit a request for binding arbitration within 60 days of the final decision. Requests for arbitration must be filed with the Minneapolis, Minnesota office of the American Arbitration Association pursuant to its Commercial Arbitration Rules, along with the appropriate fee, to the following address:

American Arbitration Association
U.S. Bank Plaza
200 South Sixth Street, Suite 700
Minneapolis, MN 55402
Telephone 612.332.6545
Website: www.adr.org

Arbitration applications and rules may also be obtained at the above address.

APPEALS

All elements of the Section 11.13 remain in effect, except the following subsections which are amended thusly:

Denial of an application, eligibility determination, renewal application, extension request, or revocation should be in writing and submitted to the VPDPC using the appropriate form in the Submittable platform.

Appeals submitted to the CSC:

- (a) Appeals from candidates whose application to sit for the exams have been denied must be submitted on the appropriate form with the Submittable platform within thirty (30) days of any such denial. The CSC will respond with a written decision within twenty-one days of the date the appeal is submitted.
- (b) Appeals from individuals whose credentials have been revoked must be submitted on the appropriate form with the Submittable platform within thirty (30) days of any such revocation. The CSC will respond with a decision within twenty-one days of the date the appeal is submitted. Appeals of revocations that are more than six months past the deadline to renew will not be considered.

PACE® AND PCCE® APPLICATION AUDITS

All elements of the Section 11.15 remain in effect, except the following subsections which are amended thusly:

- (a) Five percent (57%) of the successful candidate applications will be audited by either the Certifications Manager or the VPDPC.
- (b) Five percent (5%) of the applications and supporting documents of candidates will be audited on a quarterly basis to confirm compliance with the Application requirements by the Renewal Coordinators, the Certifications Manager or the VPDPC. Any deficiencies identified must be cured by the applicant within thirty (30) days or the application will be denied or the credential revoked.
- (c) Auditing may include:
 - (1) Contacting the listed employers to verify dates and capacity of employment
 - (2) Contacting the Experience Verification Letter authors
 - (3) Contacting the listed educational institutions to verify authenticity of diplomas and/or certificates
 - (4) Confirming the CLE certificates meet the noted requirements
 - (5) Reviewing the applicant and supporting documentation are complete and comply with all requirements of the FastTrack Program

REPROCESSING FEES AND REFUNDS

All elements of the Section 11.16 remain in effect.

NONDISCRIMINATION AND FAIRNESS POLICY

All elements of the Section 11.16 remain in effect.

EXPENSES

All elements of the Section 11.1 remain in effect.

ASSURANCE OF LEARNING

All elements of the Section 11.14 remain in effect, except the following subsections which are amended thusly:

(b) **Partner Program.**

- School registers for program through NFPA
- School group registers and pays exam fee (current application fee)
- Ten percent (10%) reduction in PCC Exam fee per student
- Students may sit for exam no sooner than two months before graduation
- Upon graduation, School confirms graduation of candidates who sat for the Exam and credential is released by NFPA to those who passed
- School receives **Annual School Performance Report**
 - School wide performance criteria noted in the Affiliate Program, in addition to:
 - Pass/fail status by student