



## **Policy: Certification Renewal**

Effective Date: April 1, 2022

Purpose: This policy is to establish the requirements for certification renewals in all NAFC Primary Certifications. This policy will make the requirements across all NAFC divisions consistent for processes and communication.

### **Certification Renewal Process (NAFC Certifications)**

- NAFC primary certifications have a renewal process that is required every 2 years after completing certification.
- The renewal requirements are listed in the Certification Handbook for each certification.
- The renewal process requires continuing education in specified domains of study. Proof of completion of continuing education requires continuing education Certificates of Completion that have the entire course name, issuer name and contact information, number of CE credits for each approved provider.
- In addition to continuing education, the certificant is required to show proof of current CPR/AED qualification.
- The certificant must apply for renewal, complete all NAFC paperwork, provide required documentation, and pay the renewal process fee.
- If the certificant does not complete the renewal process within the 2 year required time, an additional fee will be assessed for late renewals.

### **Certification Renewal Process (AASDN Certification)**

NAFC/AASDN Nutrition Specialist Certification requires the following for renewal:

- Continuing Education Policy: To renew an AASDN certification, a total of 15 contact hours are required every two years. Documentation of work in the field of nutrition such as nutrition classes, lectures, etc. is also accepted. Proof of continuing education is assessed with a random audit whereby 10% of all certificants will be asked to provide documentation of contact hours. No fees are associated with this process. Certificants that are chosen will be notified via email and must show proof of contact hours within 60 days of notification.
- Certificants are required to renew their Nutrition Specialist Certification annually with a fee for membership access to the AASDN membership portal in order to maintain an "active" status. This is in addition to the continuing education requirement. The membership provides the access to materials and information needed to practice as a certified Nutrition Specialist. Certificants are notified in January to pay their renewal fee to remain certified as a Nutrition Specialist.
- Additional information is available in the AASDN Nutrition Specialist Handbook.  
(AASDN is a Division of NAFC.)

### **Late Renewal Process (All Certifications)**

#### **One to 12 Months Late Renewal:**

## NAFC Certifications

- If the certificant does not apply for and complete renewal in the 2 year renewal period, the certificant must apply for late renewal.
- The certificant must present documentation of the required continuing education for the renewal period missed and proof of CPR/AED qualification.
- All NAFC paperwork for late renewal and required documentation must be provided.
- The certificant must pay the renewal process fee and the late renewal fee.

Notification: The 2 year renewal cycle is not adjusted for late renewals; the cycles continue from the date of certification. For example, if you complete a late renewal in year 3 after your certification, your next renewal cycle will still be due by the end of your 4<sup>th</sup> year.

## AASDN Nutrition Specialist Certification

- If the certificant does not pay for the annual renewal by February 28<sup>th</sup>, the certificant must apply for reactivation and pay the renewal fee in addition to the reactivation fee.
- The certificant must present documentation of the required continuing education for the renewal period if audited.

## **More than 12 Months Late Renewal Options: (All Certification)**

### Option 1:

- The certificant can purchase the current exam only option for renewal.
- A late renewal fee will also be required with the exam only purchase.
- If the certificant purchases and passes the current exam, provides proof of all required recertification documentation, and pays the late renewal fee, their certification will be re-activated.
- The renewal cycle will start from the date the examination is passed.

Notice: if the certification has been revised/updated since the initial exam for certification was taken by the certificant, it may be difficult to pass the examination without reviewing the updated study materials.

### Option 2:

- If the exam has been updated (see copyright on study materials) you can purchase a full Certification package with a 30% discount to recertify.
- Your 2 year renewal cycle will start from the date you pass your current examination.

Notification: This discount only applies to the same certification product. If the certification product previously purchased is no longer available, you can use the discount to purchase a different certification.