

The NMCBBHP has adopted and approved the following policy on June 30, 2011; the policy will apply to certified professionals who are considering retiring their credential.

Retirement Status (Limited to Five Years): To place your certificate on retirement status, you must sign and date in the box provided on your renewal form. Request for retirement must be postmarked on or before your certificate expires. **There is a \$100 fee to be included with your request.** Retirement status is not to be used for the purpose of not completing your renewal requirements. After five years of retirement status the credentialed professional must reinstate a certificate. Failure to reinstate certification will cause the certificate to expire.

A retired certificate may be restored within five years of being placed on retirement status by notifying the board in writing, providing the board with proof of having completed continuing education during the retirement period, and paying \$100 reinstatement fee plus the re-certification fee. If a certificate has been on retirement status for one year or less, the credential professional must submit 20 CEU hours. If the certificate has been on retirement status for two years or more (up to five years) the certified professional must complete 40 CEU hours.