



Administrative Certification Extension Policy (ACE)

In the event you do not earn or log all required CME credits and/or pay required fees by December 31 of your certification maintenance expiration year, you will be automatically given a one-month extension of certification to allow additional time for the completion of those requirements.

Your certification will expire unless you (1) remit a \$150 non-refundable administrative certification extension fee and then (2) complete all outstanding requirements no later than January 31.

If you do not meet all requirements by January 31 and desire to regain certification, you must do so in accordance with current policies and may not request an additional extension absent satisfactory documentation of extraordinary extenuating circumstances.