

NASSCO, Inc.

NASSCO, Inc. Policy No 18
Title: ITCP™ Recertification
Date: July 14, 2021



Purpose: This policy defines the recertification requirements for ITCP-CIPP certified individuals.

NASSCO no longer offers a one-year grace period for certified individuals who allow their certification to lapse.

Policy:

1. ITCP-CIPP Certification is valid for a period of five years from the date of issuance and can be verified on nassco.org.
2. All recertification students are required to have a current version of the manual that is provided by NASSCO.
 - a. All recertification courses purchased include a current manual.
 - b. In addition to the hard copy manual, certified individuals may also request to purchase an e-book for \$50 by emailing support@nassco.org.
3. If certification lapses, individuals **must attend the initial training class** to become certified again.
4. Notifications are sent via email beginning six months prior to expiration.
 - a. Individuals are responsible for keeping their email addresses and other contact information up to date on nassco.org.
 - b. Failure to receive notification of expiration does not eliminate the individual's responsibility to successfully complete recertification prior to their expiration date.
5. Methods of Recertification and Associated Costs
 - a. Online, Self-Paced Course
 - i. Available for purchase through nassco.org if certification has not yet lapsed.
 - ii. Requires successful completion of all modules and passing the online exam with a score of at least 85%.
 - iii. Access to online training modules will be given for a period of two months (60 days) from the date of purchase, after which time the individual will be required to repurchase the course (see costs below) if certification has not yet lapsed. If you are unable to meet the 60-day deadline, NASSCO should be notified via email at support@nassco.org.
 - iv. Cost (includes manual and shipping): \$500
 - b. 1.5-Day Trainer-Led Course* (Virtual or In-person)
 - i. Schedule can be found on nassco.org.
 - ii. Cost (includes manual and shipping): \$1195
*Note – this is a course for initial certification that meets the requirements for recertification.
 - iii. Students must pass the online examination(s) with a score of at least 85%.