



FORMAL INTERPRETATION No. 18-01

Subject: Technical Personnel Certificate Reinstatement
Reference: UAP, Part VI, Sections 4(B)(5) and (G)(6)
Effective Date: September 17, 2018

ISSUE

Applicants whose certificates have expired for more than one year are required to submit a new application which necessitates retaking required tests. Most request the Commission to reinstate their certificates and waive the test requirements. Although routine, the process is not widely known and is done by letter ballot which may take up to 60 days. The Commission has decided to formalize the process for uniformity and expediency.

INTERPRETATION

An applicant shall be permitted to reinstate a certificate that has expired for more than a year by complying with the following requirements.

1. Submit a completed form and a \$ 150 non-refundable reinstatement fee.
2. Submit evidence of completing 2.0 CEUs per 3-year certificate period.
3. Fulfill the mandatory training seminar requirement.

Reinstated certificates shall be valid for not less than 18-months and expire on the last day of June or December whichever comes first.

Certificates that have expired for not more than a year shall be renewed in accordance with UAP, Part VI, Section 4(G)(5).