Final

Policy: 1.13.2, page 16, ICCA policy manual

The ICCA Program will provide flexibility for planned or unplanned life changes or situations while maintaining the integrity of the Program's standards.

POLICY: The ICCA Program recognizes that CCAs may take a leave from work duties for various reasons. These reasons may include but are not limited to:

a. Maternity, paternity or parental leave
b. Loss of or change in employment status that resulted in unemployment for an extended period of time
c. Health related conditions that caused an extended leave of absence
d. Providing primary care for a seriously ill family member
e. Active military service
f. Accident resulting in being unable to work
g. Other, contact the ICCA office

These and other life changes or situations may prevent a CCA from meeting their CEU requirements by the stated deadline. The CCA may:

1) Request Inactive Status: CCA will need to notify their local board and request to have their certification placed on inactive status if the life change or situation is a pre-planned event, or if the notification occurs prior to the end of their CEU cycle, or #2.

   Note: A CCA on inactive status is prohibited from using the CCA name, logo or any other identification as long as they are on inactive status.

2) Appeal the decision to terminate CCA status: CCA will need to write a letter of appeal to their local board explaining any life changes or situations that prevented them from earning the CEUs.

CEUs and annual renewal fees will be prorated based on the length of time on inactive status or granting of an appeal.
The amount of required CEUs will be based on the total time on active status or being able to work during the two-year CEU cycle as follows: (category = NM, SW, IPM, CM)

- 21 to 24 months active = no reduction in CEUs
- 18 to 21 months active = 30 CEUs and 5 in each category
- 15 to 18 months active = 25 CEUs and 5 in each category
- 12 to 15 months active = 20 CEUs and 4 in each category
- 9 to 12 months active = 15 CEUs and 3 in each category
- 6 to 9 months active = 10 CEUs and 2 in each category
- 3 to 6 months active = 5 CEUs and 1 in each category
- 0 to 3 months active = 0 CEUs and 0 in each category
- Greater than 24 months inactive = contact the ICCA office

Annual renewal fees will be prorated as follows:

- 9 to 12 months active = no reduction in fees
- 6 to 9 months active = 25% reduction
- 3 to 6 months active = 50% reduction
- 0 to 3 months active = 75% reduction

Minimum annual fee will not drop below $25.00/year US

The ICCA Program asks that the CCA completes the request for inactive status as soon as possible by using this form. The inactive status request form should be emailed to the ICCA office at this address: certifications@sciencessocieties.org or directly to your CCA representative.

The appeal needs to be filed as soon as possible after the notification of out of CEU compliance is received by the CCA from the ICCA office. The appeal should be filed with the ICCA office during the standard appeal process time frame by using this form.

The request for inactive status or appeal form needs to be sent to the ICCA office, which will forward the written request or appeal to the local board.
The local CCA board can do one of the following upon review of the request for inactive status or the appeal form and must follow the above proration schedule for CEUs and annual renewal fees:

1. Request for Inactive Status:
   a. Grant the request and determine how many CEUs and fees would still be required, re-activate the CCA upon return
   b. Deny the request with stated reasons that are aligned with ICCA Policies as to why, so this can be communicated to the CCA
   c. Grant a modified version of the request with reasons that are aligned with ICCA Policies as to why the modification is recommended so this can be communicated to the CCA

2. Appeal:
   a. Grant the appeal, determine the amount of deficient CEUs and fees, waive the deficient CEUs and fee, allow the CCA to continue to their next CEU cycle
   b. Grant the appeal but add the deficient CEUs and fees to the CCA’s next CEU cycle and fee schedule
   c. Deny the appeal and uphold the termination of the CCA’s certification based on ICCA Policies.

Decisions by the CCA Local Board can be appealed to the ICCA Standards and Ethics Committee. Decisions by the ICCA Standards and Ethics Committee are final.

The ICCA Board believes the continuing education requirements outlined above are sufficiently rigorous to reinforce and steadily upgrade the skills of CCAs. These continuing education requirements are minimums. The CCA is encouraged to exceed them whenever possible. The ICCA Board will routinely examine the continuing education requirements for the ICCA Program to ensure continued excellence.