

ASIC Certification Reinstatement Application

Individuals who have lapsed certifications may be eligible to apply for one of the reinstatement procedures.

Individuals may only apply for reinstatement once in a lifetime under this policy. Professionals who have let their ASIC certification lapse for more than four years are NOT eligible for reinstatement. Likewise, individuals who have lost their certifications due to disciplinary actions implemented by the Certification Committee cannot apply for reinstatement under this policy.

Forward the required information, along with payment and completed application form to ASIC. All reinstatement application payments will be processed upon receipt. If the application is not approved, payment, less the nonrefundable reinstatement fee, will be returned.

The Committee reserves the right to grant or deny a request for reinstatement based on merits of the case. If approved, the candidate will receive a new certificate with a date as approved by the Committee.

Reinstatement of Credentials Lapsed Less Than Two Years

The individual will need to complete the reinstatement application, which will require:

- a cover letter explaining why the lapse occurred, all supporting documentation and verification of former certification.
- payment of all past unpaid renewal fees and/or current year's unpaid fees (including late fees) in full.
- payment of \$250 nonrefundable reinstatement fee.
- documentation of CEU activity, e.g., certificates of attendance, transcripts, etc. (averaging 10 CEUs per year).

Reinstatement of Credentials Lapsed More Than Two Years But Less Than Four Years

Any certified professional whose certifications have lapsed more than two years ago but less than four years can apply for reinstatement and will be considered on an individual basis.

Requests for reinstatement of such Individuals are only granted under the most extenuating circumstances. Letters of request for reinstatement must include:

- a detailed description of continued involvement in the irrigation field.
- three references including contact information.
- documentation that supports the request (such as medical documentation, transcripts, etc.)

Certification reinstatement, if approved, will be retroactive to the original date of certification, and the CEU cycle and requirements will remain unchanged.

ASIC will confirm receipt of reinstatement application within five business days. ASIC Certification Committee response to the application may take up to 60 days.

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PERSONAL INFORMATION (please print)

NAME

PHONE NUMBER (OFFICE)

CELL

EMAIL ADDRESS

MAILING ADDRESS

CITY

STATE ZIP

COUNTRY

ASIC CERTIFICATIONS PREVIOUSLY HELD

WHEN DID CERTIFICATIONS LAPSE? (MONTH/YEAR)

PAYMENT INFORMATION

_____ Past Certification Renewals Due (including late fees)
\$250 _____ Reinstatement Application Fee (nonrefundable)
_____ Total

CHECK ENCLOSED \$ _____ US (remit in US\$ on a U.S. bank, payable to ASIC)
Foreign orders may pay with money orders payable in U.S. dollars or via credit card below.

CHARGE: VISA MasterCard American Express Discover

CARD NUMBER

EXPIRATION DATE (MONTH/YEAR)

CVV

NAME ON CARD

SIGNATURE

American Society of Irrigation Consultants
PO Box 7070
Huntington Woods, MI 48070
certification@asic.org