



In order to maintain your certifications, you must pay the F.A.C.E. Annual fee of \$35.00 for active members and \$25.00 for associate members; and you are required to take 16 hours of approved Continuing Education Hours every two years.

The Annual Fee must be paid each year during the two-year certification period to maintain your certification.

1. If your Continuing Education Hours are on file with the IOG then you will not have to submit an "Affidavit of Completion of Continuing Education Requirements"; however, you must still pay the Annual Fee.
2. If your Continuing Education Hours are not on file with the IOG, or if you do not have the full 16 hours on file, then you will have to submit an "Affidavit of Completion of Continuing Education Requirements", specifically for those hours not on file.

If you do not meet the deadline for recertification, you have an additional six months to take the required Continuing Education Hours and upon payment of a late fee of \$50.00 plus the annual fee, you will be recertified.

3. Initial decertification will be limited to only losing your most recently obtained certification.
4. If you are certified in Fundamentals, Administrative Aspects, and Legal issues, and have the CEP (Code Enforcement Professional) designation and you fail to recertify, then when you lose your most recently obtained certification you will no longer be recognized as having the CEP designation. If you regain your lost certification, and have met all recertification requirements, then your CEP designation will be reinstated without having to write another Legal Issue Paper.
5. If you are decertified in any one certification, you may retake the exam for that certification within one year of decertification, providing that you have obtained the required 16 Continuing Education Hours and paid the annual fee and certification maintenance late fee. If you do not retake the exam for the certification that you lost within one year of being decertified, then you will have to take the entire course over again and pass the exam to receive that certification back.
6. If you fail to recertify six months after being decertified in one certification, then you will be decertified in all remaining certifications that you have.

NEW RECERTIFICATION POLICY FOR NON-MEMBERS EFFECTIVE – OCTOBER 2011

In lieu of payment of the F.A.C.E. Annual Fee, certification may be maintained by paying a certification maintenance fee of \$125.00 and acquiring 16 hours of approved Continuing Education Hours every two years.

If you do not meet the deadline for recertification, you have an additional six months to take the required Continuing Education Hours, and upon payment of a late fee of \$100.00 plus the certification maintenance fee of \$125.00, you will be recertified. In addition, items 3. through 6. above apply.