



Maintaining Your CMS Certification

All APSP Certified Maintenance Specialist (CMS) certification is valid for three years from the end of the month of issuance. For example, certifications issued on March 2, 2018 will expire March 31, 2021.

In order to maintain your status as an APSP-certified individual and enjoy the associated benefits, prior to your certification's expiration date, you must submit a completed recertification application along with documentation of 24 hours of continuing education credits (CEUs). All courses that are industry- and/or business-related qualify. To document your CEUs, you will need to keep all certificates that are issued from the course organizer.

A certificate of completion is sufficient, provided that it contains the following information:

- Course name
- Date(s) of attendance
- Sponsoring organization
- Hours of training
- Individual's name

If a certificate is not issued as part of the course, please request that information, in writing, from the course registrar; an email is sufficient.

Please note: All CEU documentation must be submitted with the recertification application. APSP does not keep track of courses attended by certified individuals; it is your responsibility to maintain these records. CEUs submitted outside of the recertification application will be destroyed.

How to Apply for Recertification

Applying for recertification for your APSP designation takes just four simple steps!

1. Download and complete the appropriate recertification form for Professional-Level Designations (CBP/CSP) and for Pre-Professional Designations (CMS/CST/CHTT).
2. Provide documentation to show 24 continuing education hours have been acquired.
3. Submit these items with the recertification fee.
4. Receive a certificate for an additional three years. (Note: Applications received without all 24 continuing education hours will be considered incomplete and will not be accepted.)

Failure to Renew or Submit CEUs

A letter will be sent (either via email or mail to the contact information on file for the individual) by Sept. 1 of the year of certification expiration as a reminder of upcoming renewal. It is the individual's responsibility to keep all contact information current. If you move or change jobs, please notify the APSP University by email at apspuniversity@apsp.org or by phone at 703-838-0083.

You are given a 90-day grace period to renew your certification after your expiration date. By March 1 of the year following the certification expiration, a final notice will be sent, stating that if the individual does not submit a completed recertification application, including documentation of CEUs, their certification will be terminated. If you do not submit your documents within the grace period, you will need to reapply for certification, submit proof of 24 CEUs/retake a course and sit for the certification exam. For questions or clarification, please contact APSP University.

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