

NASSCO, Inc.

NASSCO, Inc. Policy No 14

Title: PACP/LACP/MACP Recertification

Date: January 26, 2018

Purpose: This policy defines the requirements of PACP, MACP and LACP User recertification.

Policy:

1. Purpose: To maintain the quality of PACP data, including LACP and MACP by establishing a program to provide ongoing training to certified users. Anyone who is eligible for PACP recertification and holds MACP and/or LACP certification is eligible to take MACP and/or LACP recertification. All recertification students are required to have a current version of the manual of their own, assigned by NASSCO, in order to be recertified.
2. Certification Term
 - a. PACP
 - i. PACP User certification shall be valid for a period of 3 years. After this period, the User is no longer certified, but has a 1-year grace period during which they are eligible to attend a recertification course.
 - ii. If User certification lapses beyond the 1-year grace period, the User will be required to become certified again as a new User.
 - b. MACP/LACP
 - i. Regardless of the date of the MACP and/or LACP training, the expiration date will be the same as the PACP certification expiration date.
 - ii. After the 1-year grace period, the User will not be eligible to attend a recertification course.
3. Responsibilities
 - a. NASSCO shall be responsible for establishing the appropriate educational and testing materials for the PACP, MACP and LACP Recertification Programs.
 - b. NASSCO will attempt to notify users by email within 6 months of their PACP expiration date, although Users are responsible for keeping their email addresses and other contact information current with NASSCO. Failure to receive such notification does not eliminate the Users' responsibility to successfully complete the recertification program(s).
 - c. Users are responsible for successfully completing the Recertification requirements as established by NASSCO, to include passing the examinations in order to remain certified.

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- d. Users are responsible for ensuring they own the most current version of the manual regardless of which recertification course they are taking.
4. Methods of Recertification and Recommended Costs (costs may vary)
- a. Online Course
 - i. Available through the NASSCO website. Such classes require successful completion of all modules and passing the online exams with at least an 85%.
 - ii. Access to online training modules will be given for a period of 2 months (60 days) from the registration date, after which time the individual will be required to repurchase the course (see costs below). If there are circumstances in which you are unable to meet the 60-day deadline, NASSCO should be notified.
 - iii. Recommended Costs
 - a) PACP: \$200 for NASSCO Members and \$250 for Non-Members.
 - b) MACP/LACP: Free
 - b. Classroom Course
 - i. Certified Trainers can provide classes at locations throughout the country. Classes like these will also be scheduled at the NASSCO Training Center.
 - ii. Students need to have their own current version of the manual and pass the final examination(s) with at least an 85%.
 - iii. Recommended Costs
 - a) 1-Day (Separate Courses)
 - a. PACP: \$200 for NASSCO Members and \$250 for Non-Members.
 - b. MACP/LACP: \$175
 - b) 2-Day PACP: \$275 for NASSCO Members and \$325 for Non-Members.
 - c. Replacement Manuals
 - i. Replacement manuals purchased in conjunction with a recertification course or for any other reason are \$100 plus applicable shipping fees.
 - ii. Individuals with a current version of the manual, may purchase a pdf copy for \$35.

The Executive Director reserves the exclusive right to consider special circumstances on a case by case basis and make exceptions when deemed appropriate.

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