

# NASSCO, Inc.

NASSCO, Inc. Policy No 18  
Title: ITCP™ Recertification  
Audience: Certified ITCP Users  
Date: December 23, 2020



Purpose: This policy defines the recertification requirements for ITCP certified individuals.

Effective May 1, 2021 NASSCO will no longer offer a one-year grace period for certified individuals who allow their certification to lapse

## Policy:

1. ITCP-CIPP Certification is valid for a period of 5 years from the date of issuance and can be verified on [nassco.org](http://nassco.org)
2. All recertification students are required to have a current version of the manual that is assigned by NASSCO
  - a. Replacement manuals can be requested at the time of purchase or ahead of time by emailing [support@nassco.org](mailto:support@nassco.org)
    - i. Replacement manuals purchased in conjunction with a recertification course or for any other reason are \$150 plus applicable shipping fees.
    - ii. Individuals with a current version of the manual, may also purchase an e-book for \$35.
3. If certification lapses, individuals **must attend the initial training class** to become certified again
4. Notifications are sent via email 6-months prior to expiration to remain certified
  - a. Individuals are responsible for keeping their email addresses and other contact information up to date on [nassco.org](http://nassco.org).
  - b. Failure to receive notification of expiration does not eliminate the individual's responsibility to successfully complete the recertification program(s)
5. Methods of Recertification and Associated Costs
  - a. Online, Self-Paced Courses
    - i. Available for purchase through [nassco.org](http://nassco.org), these courses 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 certification has not yet lapsed. If there are circumstances in which you are unable to meet the 60-day deadline, NASSCO should be notified via email at [support@nassco.org](mailto:support@nassco.org).

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Web: [www.nassco.org](http://www.nassco.org)

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- iii. Costs (add \$150 for a replacement manual, if needed)
  - a) \$300 for NASSCO Members
  - b) \$350 for Others
- b. Classroom Course (Virtual or In-person)
  - i. Costs for 1.5-day course (add \$150 for replacement manual, if needed)
    - a) \$545 for NASSCO Members
    - b) \$645 for Others
  - ii. Students need to have their own current version of the manual and pass the final examination(s) with at least an 85%.
  - iii. Course schedule can be found on [nassco.org](http://nassco.org)

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