

## Recertification Requirements

### Renewal of Board Secretary, Land Use Administrator, and Zoning Official Certificates

1. Five-year renewal cycle
2. **Certificate holders are responsible for keeping track of their own continuing education hours.**
3. Certificate holders will be allowed to renew up to six months after their renewal date without penalty but must submit a written request for an extension to the Program Coordinator.
4. If a certificate holder fails to file for renewal within six months of their renewal date, their certificate will expire. In order to be reinstated, the individual must retake the classes and tests involved.
5. Continuing education hours fall into two categories – administrative and technical. Administrative topics include ethics, human resources, computer skills, etc. Technical topics are related to land use. Certificate holders do not need to obtain any administrative hours during a renewal cycle. However, a maximum number of administrative hours has been established for each certificate to ensure that all certificate holders obtain land use specific continuing education. The following table establishes the maximum administrative hours that can be accrued for each certificate per renewal cycle.

	Board Secretary	Land Use Administrator	Zoning Official
Required Renewal Credits	15	30	20
<b>Maximum</b> Administrative (optional)	5	10	6

6. If an individual holds more than one certificate, s/he may
  - a) Apply any administrative credits accrued to all of the certificates
  - b) Apply the first 10 technical credits earned to each of the certificates, such that if an individual holds all 3 certificates and accrues the maximum number of administrative hours, s/he must accrue an additional 10 credits for LUA renewal and an additional 4 credits for ZO renewal
7. Instructors will receive one hour of CE credit for every 5 hours of teaching up to a maximum per renewal period of:
  - 3 hours for holders of the board secretary certificate
  - 5 hours for holders of the land use administrator certificate
  - 4 hours for holders of the zoning official certificate