

PROCEDURE FOR REINSTATEMENT

INSTRUCTIONS FOR COMPLETION OF REQUEST FOR REINSTATEMENT FORM

Members who fail to maintain their membership in TheIIC as required in order to maintain the CICA or CCS certification are terminated in accordance with Section II – Membership of *TheIIC's Code of Professional Standards* (see <http://www.theiic.org/aboutuscodesadvboard/codeprofessionalstands.html>) and cannot hold themselves out as a CICA or CCS while in a terminated status.

Members may officially resign or retire from TheIIC and terminate their membership by notifying TheIIC of their request and effective date. Notice must be made in writing including email within 90 days past their current membership expiration date. Resigned/Retired members cannot hold themselves out as a CICA or CCS once their membership is terminated. Resigned/Retired members may request reinstatement within three years of their termination date without examination provided they meet the requirements for reinstatement as noted in the Code of Professional Standards and complete the Request for Reinstatement form.

Any member whose certification has been suspended or revoked in accordance with the Code of Professional Standards will be required to apply for formal reinstatement if they want to reactivate their membership and certification. The member will be required to complete the Request for Reinstatement form and submit a non-refundable fee of \$100.

Members should be aware that reinstatement is not automatic. The Request will be evaluated by the Office of the Chairman and may be forwarded to the Nominations Committee for their recommendation. If the Request for Reinstatement is denied, the Chairman will provide the reasons for the denial. If the Request for Reinstatement is approved, the Member must submit payment for the current renewal dues immediately. Failure to remit payment within 30 days of approval will result in revocation of the approval.

Members should be aware that reinstatement is a one-time event. Failure to maintain membership for subsequent periods as required will result in permanent revocation without right for any second reinstatement.

Any questions concerning reinstatement should be sent to the Office of the Chairman at chairman@theiic.org.