

BOC Re-Certification Policy 12/12/13

Starting 4/1/14, all BOC and POTW Certifiers at any level will have to re-certify every 4 years in order to maintain their status. There are three parts to re-certification: A) Policy & Procedures, B) Additional Requirements, & C) OTW Training.

The initial re-certification date will be based on their "C" date of becoming a certifier. Once re-certified, the BOC database provides their next Certification Expiration Date.

A) The website will send an e-mail to the Certifier 60 days prior to the expiration date as a reminder, but it is the Certifier's responsibility to maintain their certifications. Each Certifier will go to the Certifier's Re-certification webpage. The webpage will require the documents (Certifier Manual, Certifier Seminar, IN Guide, CN Guide, ACN Guide, Endorsement Manual, etc.) to be downloaded and a box checked acknowledging they have been read before continuing. The webpage will automatically notify the RD of the certifier's request for re-certification.

B) Each Certifier will meet all the requirements of the Certifiers Manual for his/her level of certification, such as membership, USPS Certified Instructor, etc.

C) Each Certifier will conduct two OTW certifications at any level or two trainings to create OTW certifiers or certifier trainers. The BOC database automatically tracks and identifies the number of OTW certifications that were performed by individual Certifier.

The RD automatically receives an email from the database indicating a certifier has met A) above and is requesting re-certification. The RD will check the database for conformity to A), B), & C) above by reviewing the certifier webpage. If everything is in order the RD will re-certify them and the system will reset for another four years based on this date. The trainings accomplished will reset to zero.

All Certifiers, at any level, if their "C" date is before 4/1/10 (4/1/10 plus 4 years is 4/1/14) must accomplish A) and B) above. No

exceptions. As certifiers approach the 4-year date from their "C" date they must do the same going forward. This starting date gives you several months to accomplish this if you are deficient.

To get started an additional year will be allowed to achieved the OTW requirement C) above. The enforcement of the 2 OTW trainings will start in 4/1/15 to maintain certifier status. In the meantime, certifiers will be allowed to perform their duties and certify or train as long as they have complied with A) & B) above by 4/1/14. There will be "red" marks in the database until all is corrected.

Examples:

1. "C" date of 5/4/07 will need to A) & B) above by 4/1/14. They may do it at any time before that date. They will have an additional year to 4/1/15 to complete C) their 2 OTW trainings.
2. "C" date of 4/3/11 will need to A), B) & C) above by 4/1/15. The additional time for C) completion is still available but expires for all on 4/1/15.
3. "C" date of 6/7/13 will need to A), B) & C) above by 6/7/17.

Deficient Certifiers going forward will be re-certified when they meet the requirements of A), B) and C). Example: Certifier who was to be re-certified by 4/1/15 and did not, maybe re-certified at a future date, if they complete A), B) and are re-trained for C) unless they have 2 trainings on record within the 4 years of the requested re-certification.

Not re-certifying will prevent you from certifying or training anyone going forward or entering data into the database.

RDs may exercise judgment and resolve problems as required.