



SpaceTEC® Recertification Policy

The SpaceTEC® certifications are valid for three years from issuance. Additionally as part of ISO 17024 Accreditation, SpaceTEC® must demonstrate the ability to locate and verify the status of each certification holder so contact information updates are also requested at recertification. This requirement applies to all SpaceTEC® certifications. The following are methods an individual may use to recertify:

- 1) Work Verification Method – verification of employment, accomplished by submission of a Work Verification Form, available on the SpaceTEC® [website](#), documenting work in the area of certification in at least 12 of the prior 36 months. Information must include contact information of a knowledgeable authority (supervisor, manager, Human Resources representative) other than the Certification Holder for verification purposes. There is a \$10 administrative fee for recertified by the Work Verification method.
- 2) Alternate Method – accumulating a minimum of 18.0 Alternate Recertification Credits (ARCs) within the three-year certification period. Supporting documentation is required and will be subject to verification. ARC credits may be accumulated anytime during the three-year certification period by providing evidence of continued growth in the field as determined by the SpaceTEC® Certification Manager or designee. Activities which increase knowledge in the field of certification such as professional development activities (seminars, continuing education courses, trade conferences) and certification activities with approved providers, or any combination thereof are eligible for ARCs. Each approved activity is granted ARCs values based on the SpaceTEC® [ARC table](#). All alternate method activities must have been completed within the three-year recertification period to qualify. The fee for recertification by the Alternate Method is \$15.
- 3) Equivalent Knowledge Exam Method – certification holders may sit for an equivalent knowledge exam. The fee for this online examination is \$50.

Once an individual certification expires, a recertification notification is sent to the last known email address. If the expiration exceeds 12 months, an examination equivalent to the initial certification examination will be required for recertification.

Note: Upon verification of a completed recertification method SpaceTEC® will issue a new electronic certificate via email. If a hard copy certificate and/or wallet card is desired there will be an additional \$15 fee.

SpaceTEC® developed the Recertification Policy to document procedures for renewal of the certification. This is important to maintain the integrity of the certification and to also ensure a candidate does not continue to represent themselves as certified after their certification has expired.