



# Certified Organizational Ombudsman Practitioner Recertification Application Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Certified: \_\_\_\_\_

Organization: \_\_\_\_\_

Membership ID Number: \_\_\_\_\_

Continued use of the CO-OP<sup>®</sup> credential requires recertification every four years. Recertification demonstrates that the practitioner has kept abreast of developments in the field and has maintained a level of professional knowledge consistent with status as a certified practitioner.

The certification period begins on the date of certification (or recertification) granted by the Board of Certification. The certificant may apply for recertification at any time during his or her final year of certified status, but it is suggested that candidates begin the process at least 60 days in advance of the expiration of current certification to avoid a lapse. A certificant who does not recertify prior to the expiration of the current four-year certification period will be treated as a new candidate. The Appeals Committee may consider requests for exceptions to this policy.

Recertification is contingent upon documentation of 60 Professional Development Hours (60 PDHs) of continuing professional education during the applicant's current four-year period of certification. PDHs will be calculated on an hour-for-hour basis. Thus, attendance at an approved three-hour workshop will be credited as three PDHs. However, the sixty hours do not need to be evenly distributed among the four years. That is, 15 PDHs per year are not required; an applicant may have five PDHs one year and 25 another year.

***PDHs must have prior approval by the recertification committee and be submitted to IOA Headquarters for official tracking. (See Professional Development Hours Documentation Form).***

Along with this completed application, the applicant must submit:

- A signed Certified Organizational Ombudsman Practitioner Recertification Agreement Form
- Documentation of approved 60 hours (PDHs) of training
- Application Fee of \$125 (*This fee is non-refundable*)

## METHOD OF PAYMENT

Checks or money orders should be in United States funds, payable to the International Ombudsman Association. Credit cards are accepted. No electronic funds transfers (EFT's) are permitted. IOA Federal ID # 541785444

\_\_\_ Check will be mailed. (*Drawn on a US Branch, payable to "Schroeder Measurement Technologies"*)

\_\_\_ Credit Card payment. We accept:  American Express  Visa  MasterCard  Discover

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Recertification Application Fees are non-refundable.*

Please Send Completed Form To:

International Ombudsman Association  
2150 N 107th St, #205  
Seattle, WA 98133, USA  
Phone: +1-206-209-5275  
Fax: +1-206-367-8777  
info@ombudsassociation.org