

# Certification Committee Important Calendar Dates 2023

**Certification Committee meetings are tentatively scheduled for the first Tuesday of the month.**

**All applications for review must be submitted by the end of the last working day of the previous month.**

**Example –For the October Certification Committee meeting, submit the application before the last Friday of September.**

<b>January 13, 2023</b>	Last day to submit the annual maintenance record.
<b>January 15 to February 15, 2023</b>	Members who have not submitted records will be contacted.  Certification Committee audits all newly certified Level 1, 2 and 3 from 2022.  Certification Committee selects 5 additional Level 3 certified members for audit.
<b>February 28, 2023</b>	A report of members who did not submit a form or have enough maintenance points is submitted for the March 2023 Executive meeting.
<b>Before March 31, 2023</b>	Any member who did not have enough maintenance points is contacted by their zone representative. The member is given until September 30, 2023, to obtain the required number of maintenance points.
<b>For the April 2023 Executive Committee Meeting</b>	A Certification Committee report listing members who did not have enough points and the associated recommendation for each member is sent to the Executive Committee.
<b>By September 30, 2023</b>	All members who did not have the required number of maintenance points are required to submit their updated 2023 record.
<b>For the October 2023 Executive Committee Meeting</b>	A Certification Committee report lists the members who did not obtain the required number of maintenance points and the associated recommendations.