

***CSEP Certified Member Reinstatement*** (Effective September 1, 2016)

CSEP Certified members whose membership has lapsed in the previous membership year may submit an appeal for leniency under the following conditions and agreements:

In order for a CSEP Certified member to be reinstated they must meet the following requirements:

1. Membership may not be more than one membership term lapsed
2. Must submit a letter of appeal, along with a letter of support from another CSEP member (In-good standing)
3. Must provide evidence of Professional Development (PD) maintenance during the term lapsed
4. Members must pay membership dues for both the lapsed year as well as the current year. Administration fees will apply.

This is a one-time only re-instatement appeal. If a lapsed member takes advantage of the reinstatement policy, it will be recorded on their permanent membership file and should their membership lapse again, they will be required to follow the standard process (application and testing) for re-certification.

\*During the time that the membership was not renewed, any professional liability insurance (PLI) the member may have had through CSEP will have also lapsed; should any issue of liability be brought against the member from this period, they would not be protected by their CSEP PLI. It will be recognized that the re-instated member's insurance coverage ended on March 31 of their last year of membership and will start again on April 1 of the year they are re-instated.

**Please complete this form and include all required documents to submit your appeal**

**csep.ca**

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