

RPA 2000 Guidance Documents
GD2: Consequences of Late Certification Renewals

Table of Contents

1 Introduction..... 2

2 Scenarios for late applications and the consequences 2

Document Name	Version	Date	Author	Page
GD2	3.0	01 Jan 2022	KLA	1 of 3

1 INTRODUCTION

The holder of any Certificate of Competence is responsible for the timing of their renewal. RPA 2000 will aim to provide a reminder of the need to prepare a renewal application and to submit this to RPA 2000 not later than 3 months before that expiry date.

If an application is received:

- i) three to six months before the date of expiry of the current Certificate, and the assessment process is completed before the expiry of the current certificate, the renewed Certificate will be dated to be contiguous with the expiring Certificate.
- ii) less than three months prior to the expiry of the current Certificate, RPA 2000 is only able to extend the validity of the current certificate in extenuating circumstances, e.g. medical conditions.

If a renewal application is not received, the current certificate holder will be contacted when the certificate has expired and informed that, legally, they longer able satisfy the legal requirements associated with RPA or RWA appointments.

To help inform Certificate Holders of the consequences of late renewal applications, four common situations have been identified. Where an actual situation varies from those identified, this will be reviewed by the Assessment Secretary, in collaboration with the RPA 2000 Board, before reaching a decision.

2 SCENARIOS FOR LATE APPLICATIONS AND THE CONSEQUENCES

2.1 An application for renewal is received by RPA 2000 less than 3 months before the date of expiry of the current certificate, without any explanation for the late application.

Every effort will be made to complete the assessment before the expiry date. If this cannot be achieved, the current certificate will not be extended and the Applicant will be informed that, legally, they are no longer able to undertake RPA or RWA duties. If the renewal application is successful, the renewed certificate will become valid from the date the Applicant is notified by the Administration Secretary, i.e., there will be gap between the expiry of the old certificate and the start of the new one.

2.2 An application for renewal is received by RPA 2000 less than 3 months before, but within 1 month of, the date of expiry of the current certificate and is accompanied by an explanation of extenuating circumstances that have delayed the application.

Every effort will be made to complete the assessment before the expiry date. If this cannot be achieved then, at the discretion of the Assessment Secretary, the validity of the current certificate may be extended to allow the renewal assessment to be completed.

2.3 No application for renewal or any communication regarding renewal is received by RPA 2000 during the period of validity of the current certificate.

Document Name	Version	Date	Author	Page
GD2	3.0	01 Jan 2022	KLA	2 of 3

The current certificate will not be extended, and the applicant will have already been informed that, legally, they are no longer able to undertake RPA or RWA duties.

The current RPA, RWA or LPA certificate can still be renewed provided that a suitable RCS renewal application (and fee) is received within six months of the expiry of the previous certificate. No explanation is required for the late application. If the renewal application is successful, the renewed certificate will become valid from the date the applicant is notified by the Administration Secretary.

Once six months have elapsed from the date of expiry of the certificate, the only route to further certification is by means of a full portfolio as for an initial application, with the associated application fee.

2.4 No application for renewal or any communication regarding renewal is received by RPA 2000 during the period of validity of the current certificate, but within six months after expiry of the previous certificate, the applicant provides details of extenuating circumstances for not having been able to contact RPA 2000 sooner.

The current certificate will not be extended, and the applicant will have already been informed that, legally, they are no longer able to undertake RPA or RWA duties.

At the discretion of the Assessment Secretary, the certificate can still be renewed provided that a suitable RCS renewal application is received not later than 12 months after expiry of the previous certificate. If the renewal application is successful, the renewed certificate will become valid from the date the applicant is notified by the Administration Secretary.

Once 12 months have elapsed from the date of expiry of the current certificate, the only route to further certification is by means of a full portfolio as for an initial application, with the associated application fee.

Document Name	Version	Date	Author	Page
GD2	3.0	01 Jan 2022	KLA	3 of 3