

VMCTA POLICY ON VMCTA EDUCATION CERTIFICATES AND CERTIFICATION APPLICATIONS

Purpose:

To ensure that VMCTA members clearly understand their responsibility to collect and maintain their own education certificates and certification application packets.

Now Therefore:

VMCTA education certificates will be posted on the VMCTA website within one (1) month of completion of the course or one (1) month after the required deadline for evaluation submission, whichever is later.

VMCTA education certificates will remain on the VMCTA website for a minimum of two (2) years from the date of posting and will be housed in the member area section on the education certificates page. Once certificates are removed from the website, they will not be kept nor will they be available to resend after that date.

If a correction needs to be made to a VMCTA education certificate, the change must be requested in writing and emailed to the VMCTA Education Chair within six (6) months of the event. No corrections will be made after that date.

The VMCTA Education Committee will retain the sign in sheets showing attendance for two (2) years following the event. Sign-in sheets will not be kept nor will they be available to prove attendance after that date.

VMCTA education certificates created in the flexiquiz program will be automatically emailed to the participant with a passing grade of 70% or more via the program. The flexiquiz certificates will not be uploaded to the VMCTA website nor will they be kept on file. VMCTA members are responsible for maintaining their flexiquiz certificates on their own.

After the Certification Committee reviews applications for certification in February and August, applicants must pick up their application packets at the following VMCTA Annual Fall Conference at the registration table.

If the applicant is not able to attend the following VMCTA Annual Fall Conference, they may contact the Education Chair to make other reasonable and appropriate arrangements to pick up the application packet.

This policy becomes effective on January 1, 2025.

Adopted by the VMCTA Executive Board on August 7, 2024.