PCI SSC Requalification Policy

Effective Date: 1 January 2018

PCI SSC is interested in the continued qualification of those individuals who participate in Council programs, have met the requirements to participate, and have successfully completed and passed training and/or exam requirements for those programs. This policy ensures that PCI SSC provides consistent and equitable service to those candidates during the requalification processes for all PCI SSC programs. While this policy provides guiding principles for all PCI SSC programs, in the event that a public-facing publication includes contradictory requirements or guidance, this policy will be considered secondary to those until updates have been completed to incorporate the policy defined herein.

The Training Programs Team, in coordination with the Certification Programs Team, are responsible for managing and maintaining this policy.

Requalification Timeframe

PCI SSC shall provide adequate time for requalification candidates to complete the requalification requirements.

a) Registration in requalification training must be completed (and approved, where applicable) prior to midnight Eastern Time on the certification expiration date. A professional who is not registered prior to their certification expiration date must re-enroll to the program as a new candidate.

b) A two-week grace period is provided beyond the certification expiry date in order to complete the requalification course, however candidates will not be certified during this time, and will not be recertified until the requalification exam is successfully completed and passed.

c) Access to the requalification training will be granted immediately following registration.

d) The window to complete the requalification exam is 4 weeks prior to, and 2 weeks after, the certification expiration date. Access to the exam will only be granted following payment processing.

e) If a candidate fails to requalify before the end of their grace period, payment will be forfeited in full and the individual will need to reapply to the relevant Program as a New candidate.

f) Candidates will not be certified until payment has been received by PCI SSC in full.

Requalification Date

Requalification dates for PCI SSC listing programs are calculated based on the current qualification date for all programs. Upon successful completion of all requalification requirements, the current qualification date will be increased by the number of years the qualification is valid, no matter what date the requalification requirements are completed.

For example, a one-year requalification for a certification with a current qualification date of March 15, 2016 will be changed to March 15, 2017 upon successful completion, whether the requalification was completed on February 29, 2016 or March 25, 2016.

In exceptional circumstances, PCI SSC may, at its sole discretion, provide the exam to candidates outside the time window described above, for example where an individual is planning a sabbatical, maternity/paternity leave etc.