



CERTIFYING BOARD OF GASTROENTEROLOGY NURSES AND ASSOCIATES, INC.

HARDSHIP POLICY

- I. PURPOSE: To establish a policy for candidates who have incurred special circumstances which could affect their status as a certified professional.
- II. SCOPE: CBGNA, Inc., and Membership
- III. RESPONSIBILITY: Recertification Candidates, Recertification Committee
- IV. POLICY:

Any candidate who is unable to fulfill the necessary requirements for recertification by the last published deadline in any given year due to circumstances of a serious nature and beyond the candidate's control may be granted a "grace period" until May 31 of the following year provided that the following provisions are met:

Explain in writing the nature of the hardship and how the hardship has prevented the candidate from completing the recertification process within the published timeframe;

Pay a fee of \$50.00 with their application for a hardship extension; and

If recertifying by contact hours, demonstrate that there has been a responsible effort to meet the requirements prior to requesting a hardship extension by providing documentation of a minimum of 50 contact hours earned by December 31 of the year of deadline for recertification, or by the time the request for a hardship extension is made if it can be demonstrated that the hardship prevented the candidate from completing 50 contact hours by December 31.

A written request for hardship extension, with all required supporting documentation and payment, must be postmarked prior to expiration of certification on December 31st in order for certified status to continue pending action by the Recertification Committee on the application. No application for hardship extension will be considered if received after January 31st following expiration of certification, unless it is demonstrated that the hardship also prevented the applicant from filing the request for hardship extension.

The Recertification Committee will review the request for hardship extension and provide a written response. If a hardship "grace period" is granted, the candidate will be required to meet all the published requirements, deadlines and fees for recertification by examination or by contact hours during the May cycle or certification will automatically expire on May 31 of the year following their original recertification expiration date.

Action by the Recertification Committee with respect to applications for hardship extension is final and is not subject to appeal.