

# Initial Certification, Re-certification, Delayed Certification and Double Certification

1. **Initial Certification (40VH/8AT within 12 months of the end of your class)**
  - Complete Class requirements and Graduate plus 40VH/8AT hours before the end of the next class (i.e. 12 months after end of your class or 18 months from the start)
  - You receive your Initial Certification pin, TMN Badge and state TMN certificate
2. **Delayed Certification (Don't need to take class over if you don't make it per #1 above)**
  - If you do not initially certify by this time, then the hours clock restarts on 1/1 and you will initially certify the first time you hit 40VH/8AT in a calendar year (1/1 – 12/31) - This could happen years later
  - You receive your Initial Certification pin, TMN Badge and state TMN certificate
3. **Double Certification (Initial Certification *plus* Re-certification in your class year (thru 12/31))**
  - Complete Initial Certification requirements plus an additional 40VH/8AT (total 80VH/16AT) by 12/31 of your class year. This is a one-time event that can *only* happen in your class year
  - You receive your Initial Certification pin, TMN Badge and state TMN certificate *plus* the applicable state recertification pin for your class year . The double certification need not occur at the same time as Initial Certification as long as the hours earned prior to 12/31 of the class year.
4. **Re-certification**
  - Completion of a minimum of 40VH/8AT between 1/1 and 12/31 - The recertification clock restarts at zero each January 1<sup>st</sup>
  - You receive the state annual recertification pin – it may be received after 12/31, but must be earned prior to 12/31
5. **Retaining a status of Member in Good Standing (i.e. TMN Active)**
  - Dues must be up to date
  - At least 1 hour within the each calendar year
6. **Misc**
  - Hours (VH and AT) must be *earned* in the periods indicated above. Member Entry can be up to 45 days later. Approval even later.
  - Hours accomplished prior to 45 days are lost unless exception is granted by the Board (generally life circumstances stuff)
  - All certification, re-certification and hours criteria are based on hours *approved* hours in VMS