Recertification Procedures

RV Learning Center certified individuals must be recertified every five years. The expiration date is printed on your certificate. In order to maintain your certification status, you must submit all paperwork before the date your certification expires.

Recertification

Application Requirements

- RV Learning Center certified individuals must complete the entire recertification application and attach proof of training. Please make sure to include a home address.
- Payment must accompany the application if using the testing method without training.

Employment Requirements

- Prove your continuous (less than 1 year off) employment in the industry since your previous certification date. Employment verification must include the dates of employment, company name, company's complete address and telephone number.
- If you left the industry for more than one year, you must restart the entire certification process and retake the certification test.

Recertification Fees/Test method (without training):

Recertification candidates are encouraged to engage in continuous training and professional development activities. If a candidate is unable to meet the 40 hour training requirement, they may 'test-out' by meeting the current certification requirements, and taking the certification exam.

- $249.00 Recertification Fee for parts managers and service managers who do not meet the training requirements, have left the industry for more than one year, or have let their certification expire. Must re-take the certification exam and pass to become certified.
- $199.00 Recertification Fee for parts specialists, service writer/advisors, and warranty administrators who do not meet the training requirements, have left the industry for more than one year, or have let their certification expire. Must re-take the certification exam and pass to become certified.

Recertification Fees/with training:

- $75.00 Recertification Fee with verification of continuous employment for the past five years and proof of attending at least 40 hours of industry-sponsored training over the five years of the certification period.

Training Requirements

- Have proof of your continuing education consisting of at least 40 hours of industry-sponsored training over the five years of the certification period.
- The following are examples of sources for training and professional development:
    - RV Learning Center training workshops
    - RV Dealers International Convention/Expo educational tracks
    - Supplier/distributor schools and/or correspondence courses
    - Manufacturer training
    - State association training
    - Training offered by RV Learning Center faculty

  We view proof as documentation from the company or institution that provides the continuing education. Training verification must include the dates of training, course name, total number of 'contact' hours for each course, provider of training course, address and telephone number.

All testing fees described in this document are current; however, testing fees are subject to change without notice.

Recertification Application Form

1. _____
   Last Name First Name Middle Initial

2. Daytime Phone Number: _____ FAX: _____

3. E-mail address: _____

4. Name of Current Employer: _____

5. Address of Current Employer: _____

6. Home Address: _____

7. Date of Original Certification:_____
   [*Printed on Certificate*] Day Month Year

Certification:

❑ Service Manager
❑ Service Writer/Advisor
❑ Parts Manager
❑ Parts Specialist
❑ Warranty Administrator

[Check one box ONLY]

Methods for Recertification:

Two methods are available for earning recertification: (1) recertification through training, and (2) recertification through re-testing:

❑ **Recertification Fees with Training**: I certify that I have been continuously employed for the past five years (less than 1-year unemployed in the industry, cumulative) and have attended at least five days or 40 hours of industry-sponsored training during the five-year period with 50 percent of the training received in the last three years (the last three years of certification). **I understand that the recertification fee for this category is $75.00.**

❑ **Recertification Fee with Testing: (Service or Parts Managers):** I certify that I do not meet the employment and/or training requirements. I will arrange to take and pass the *parts manager* or *service manager* certification test for recertification. **I understand that the recertification fee for this category is $249.00**.

❑ **Recertification Fees with Testing: (Parts Specialist, Service Writer/Advisor, or Warranty Administrators)** I certify that I do not meet the employment and/or training requirements. I will arrange to take and pass the parts specialist, service writer/advisor, or warranty administrator certification test for recertification. **I understand that the recertification fee for this category is $199.00**.

_____
Recertification Applicant's Signature

Method of Payment:

The fee for recertification with training is $75.00; the fee for recertification without meeting requirements is $249.00 for *parts manager* or *service manager* and $199.00 for *parts specialist, service writer/advisor, and warranty administrator*.

❏ Check ❏ Money order

❏ Visa ❏ MasterCard ❏ American Express ❏ Discover Amount $_____

Credit Card Number_____ Expiration Date_____

Cardholder's Signature_____ Security Code_____

Billing Address_____

City_____ State_____ Zip Code_____

Please make check payable to: The RV Learning Center. Please mail application and payment to: RV Learning Center, 3930 University Drive, Fairfax, VA 22030-2515 or Fax with credit card information to (703) 359-0152.

All testing fees described in this document are current; however, testing fees are subject to change without notice.

Verification of Training Record

This is your training log - Attach copies of certificates, course outlines, or other verification of training

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

Training Log – Page Two

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

_____ to _____ Course/Workshop/Event Title:_____
Training Source:_____
Number of Hours: Description of Training (*explain how it directly relates to your duties*):
_____ _____
_____
Address:_____
City, State, Zip:_____
Telephone:_____

Total hours submitted should be completed by the recertification applicant:

Total Hours Submitted:	

Total hours accepted is to be completed by RV Learning Center Staff only:

Total Hours Accepted:	