

Renewal and Recertification Policy

Document code: IRCP-CERT-POL-009 | Version 1.0 | Effective date: 01 September 2026

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Document status: Approved institutional policy for public reference. This document describes IRCP's internal framework and does not, by itself, constitute an external accreditation certificate.

Purpose and scope

This policy defines the conditions and process for maintaining, renewing or recertifying an IRCP certification before or after its validity period. The applicable certification scheme remains the controlling reference for specific competence and evidence requirements.

Maintenance principles

Requirement	Application
Validity monitoring	IRCP records the issue date, expiry date and any maintenance or surveillance requirement.
Advance notice	Certified persons receive reasonable information about renewal requirements and applicable deadlines.
Evidence review	Renewal evidence is evaluated against the current approved scheme and its transition rules.
Continuity	A renewal decision is recorded before the previous certificate expires whenever the requirements are met.
Change control	Changes to the scheme, scope, name or certificate record are documented and communicated.

Renewal and recertification

Renewal confirms that the certified person continues to meet the applicable requirements. Recertification may require a new assessment, updated experience evidence, continuing professional development or other evidence specified by the scheme. No renewal is granted solely because a previous certificate existed.

Lapsed certification

When a certificate reaches its expiry date without a positive renewal decision, its public status changes to expired or another defined status. A later application is handled according to the applicable eligibility and assessment requirements.

Public information

The public registry may show the current status, issue date, expiry date and scope. Internal evidence and assessment details remain confidential under the IRCP confidentiality policy.

Approval and review

This document is approved by the IRCP governing authority and is reviewed at least annually, or whenever a material change affects the organization, its certification schemes, its risks or its legal and regulatory context.

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Approved by	IRCP Governing Authority
Next scheduled review	01 September 2027
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