NETVU RECERTIFICATION APPLICATION FORM

This form is used by certified professionals to apply for recertification of their NetVU designation(s). To maintain active certification, individuals must complete the required continuing education, speaking or instructing engagements, and leadership or volunteer activities within a three-year cycle.

Applicants must document qualifying activities; track earned recertification points and submit this completed form with the appropriate fee.

All information is subject to verification. Incomplete forms or missing documentation may result in delays or denial of recertification. Submission instructions and payment details are included in the form.

RECERTIFICATION APPLICATION FEE SCHEDULE:

Fees are subject to change without notice and are nonrefundable. Please make checks, money orders or cashier checks payable to NetVU. **PLEASE DO NOT SEND CASH**. To prevent duplicate submissions or charges, please submit your recertification application only once.

Prior to 3rd anniversary date:	$50
Up to 6 months after the current anniversary:	$100
6 months to 1 year after anniversary:	$200
Over 1 year:	Recertification is void and testing will be required to recertify.

CONTACT INFORMATION

Please provide the applicant's up-to-date personal and professional contact details. This ensures communication regarding certification status, updates, and reminders are sent to the correct address.

NAME LAST	FIRST	MI	
EMAIL:		**PREVIOUS NAME (IF APPLICABLE):**	
JOB TITLE:		**TELEPHONE (INCLUDE AREA CODE):**	
ORGANIZATION NAME:			
ORGANIZATION ADDRESS:			
CITY	**STATE**	**ZIP**	Check if this is a new address ☐
HOME ADDRESS:			
CITY	**STATE**	**ZIP**	Check if this is a new address ☐
CERTIFICATION CURRENTLY HELD: **(Please select from drop down menu)**		NcSA-Sagitta	
CERTIFICATION CYCLE: **(As it appears on your current certificate)**		**FROM:**	**TO:**
Where should your new certification be mailed? **(Please select from drop down menu)**		Home	

CONTINUING EDUCATION- SYSTEM SPECIFIC (30 POINT MAX PER 3-YEAR CYCLE)

Tracks participation in NetVU-specific learning activities such as conferences, chapter meetings, and e-learning. Points are rewarded based on instructional hours. Points are accrued on an hourly basis for all educational time in related continuing education events. Recertification points are not awarded for time spent in non-educational times such as breaks, networking, or registration.

The following guidelines apply:

Activity Type	Description	Points awarded	Notes
NetVU Accelerate	Attendance of NetVU Accelerate Conference	12 points (fixed)	12 points max per certification cycle
Other NetVU Live Events- virtual or in-person	Educational sessions at NetVU-hosted events (excluding annual conference)	1 point per hour	Instructional time only
Local/Virtual Chapter Meetings	System-specific training held by NetVU local chapters	1 point per hour	Instructional time only
NetVU University e-learning	Online sessions from NetVU University	1 point per hour	System-specific content only
Vertafore University e-learning	Online sessions from Vertafore University	1 point per hour	System-specific content only (Documentation required-Transcript or certificate of completion)

Complete all fields for each activity, including dates, title/description, and credits. Use additional copies of each section if you need more space. Keep all supporting documentation in case your application is selected for audit (e.g., certificates of attendance, agendas, confirmation emails, or presenter outlines).

Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
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Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
	TOTAL FOR CONTINUING EDUCATION – SYSTEM SPECIFIC CREDITS>>>	0.0

CONTINUING EDUCATION- OTHER (10 POINT MAX PER 3-YEAR CYCLE)

Allows applicants to claim credit for relevant industry education outside of NetVU. Examples include insurance or technology-related training.

- **DOCUMENTATION REQUIREMENT (In Case of Audit)**
  - Proof of attendance such as name badge, attendance roster, sign-in sheet, certificate of completion, or travel voucher AND
  - Event/Meeting description (program guide, outline, descriptions or schedule).

Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
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Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
Title/Description of Activity		
Activity Start Date (MM/DD/YY)	**Activity End Date (MM/DD/YY)**	**Credit Hrs.**
	TOTAL FOR CONTINUING EDUCATION – OTHER CREDITS>>>	0.0

SPEAKING AND INSTRUCTING (30 POINT MAX PER 3-YEAR CYCLE)

Awards points for individuals who develop and deliver educational content at NetVU events. Includes speaking at conferences, webinars, and certification courses. Points are awarded for preparation and delivery time.

The following guidelines apply:

Guideline	Details
Points Awarded Per Hour	1 point per hour of eligible speaking or instructing activity
Eligible Activities	NetVU Conference, Certifications, Chapter Meetings, e-Learning webinars
Development and Delivery Credit	1 hour of delivery = 1 point; each delivery hour also earns 1 point for preparation/development time (Example: 1 hour presentation + 2 hours development = 3 total points)
Presentation Repetition	Points awarded only for the first time the presentation is given
Ineligible Roles	Panel members and roundtable facilitators do not receive points
Points Awarded Per Hour	1 point per hour of eligible speaking or instructing activity

DOCUMENTATION REQUIREMENT (In Case of Audit)- Course outline or description that documents the instructor's name, course title and date

Title of Course/ Name of Speaking Engagement		
Start Date (MM/DD/YY)	**End Date (MM/DD/YY)**	
Facilitated For	**Location**	
Number of Development Hours: **Number of Presentation Hours:**	**Total Hours:** 0.0	
Title of Course/ Name of Speaking Engagement		
Start Date (MM/DD/YY)	**End Date (MM/DD/YY)**	
Facilitated For	**Location**	
Number of Development Hours: **Number of Presentation Hours:**	**Total Hours:** 0.0	
Title of Course/ Name of Speaking Engagement		
Start Date (MM/DD/YY)	**End Date (MM/DD/YY)**	
Facilitated For	**Location**	
Number of Development Hours: **Number of Presentation Hours:**	**Total Hours:** 0.0	**TOTAL FOR SPEAKING & INSTRUCTING CREDITS HERE>>>** 0.0

LEADERSHIP & RECOGNITION (20 POINT MAX PER 3-YEAR CYCLE)

Recognizes contributions through volunteer leadership and involvement with NetVU, such as serving on committees or leading chapters.

NetVU recertification points are NOT assigned per hour. Rather, point values are specified.

Category	Example	Points
NetVU Officer, National	NetVU Board Member	10
NetVU Certification Program Educator	Certification Immersion Class Educators	10
NetVU National Committee Chair	• Education Committee Chair • R&D Committee Chair • Other NetVU Committee Chair	7
NetVU Committee Member, National	• Education Committee Chair • R&D Committee Chair • Other NetVU Committee Chair	5
NetVU Chapter Leader (*chapter must be in good standing*)	• NetVU Chapter President, Vice President, Secretary, Treasurer • Other NetVU Chapter officer level positions as deemed appropriate	7
NetVU Conference Volunteer	• Ambassador Program • Directional Assistance Registration	2
Other NetVU Certification or NetVU Related Support Activities	Must be pre-approved by NetVU	Assigned at time of approval

Leadership Category	Position	START MM/DD/YY	END MM/DD/YY	Recertification Points
		TOTAL FOR LEADERSHIP AND RECOGNITION CREDITS HERE>>>		0.0

NETVU RECERTIFICATION SUMMARY WORKSHEET

Summarizes the total points claimed across all categories. Helps applicants and reviewers quickly confirm that all recertification requirements are met within the three-year cycle.

Category	TOTAL POINTS
CONTINUING EDUCATION – SYSTEM SPECIFIC (Maximum 30 Points)	0.0
CONTINUING EDUCATION – OTHER (Maximum 10 Points)	0.0
SPEAKING AND INSTRUCTING (Maximum 30 Points)	0.0
LEADERSHIP AND RECOGNITION (Maximum 20 Points)	0.0
GRAND TOTAL	0.0

BY SUBMITTING AND SIGNING THIS RECERTIFICATION APPLICATION FORM FOR A THREE-YEAR RENEWAL CYCLE, I VERIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE, COMPLETE AND ACCURATE, AND THAT THE CONTINUING EDUCATION ACTIVITIES UNDERTAKEN WERE IN WORKPLACE LEARNING AND PERFORMANCE. I UNDERSTAND THAT ALL CREDITS ARE SUBJECT TO VERIFICATION BY NETVU THROUGH THE AUDIT PROCESS. I FURTHER AUTHORIZE NETVU TO PROCESS THE PAYMENT INFORMATION I HAVE PROVIDED ON THIS FORM FOR THE PURPOSE OF RECERTIFICATION. I ACKNOWLEDGE THAT FEES ARE NONREFUNDABLE AND AGREE NOT TO SUBMIT DUPLICATE APPLICATIONS TO AVOID MULTIPLE CHARGES.

PRINT NAME **SIGNATURE** **DATE**

Submission Instructions:

1. Complete this application. Incomplete applications will not be considered.
2. Email completed form to info@netvu.org
3. An invoice will be emailed to you for payment. Payment must be made online using the payment link provided with your invoice.
4. Once payment has been received, your recertification will be processed, and your new certification will be mailed to the address provided on your application. Please ensure your mailing address is accurate and complete.

FOR NEVU USE ONLY

DATE RCVD: _____ **AMT. RCVD:** _____ **COMP CK:** _____

PERSONAL CK: _____ **CREDIT CARD:** _____ **PROCESSED BY:** _____