The Loss Prevention Foundation

The Loss Prevention Foundation (LPF) is an international leader in educating and certifying retail loss prevention and retail asset protection professionals. LPF’s mission is to advance the retail loss prevention and asset protection profession by providing relevant, convenient and challenging educational resources. LPF is responsible for administering the industry’s only internationally sanctioned LP credentials: LPQualified (LPQ) and LPCertified (LPC). Its’ accompanying courses and exams are focused at measuring individual industry knowledge and elevating the image of our profession. With 24/7 online educational resources and professional membership program, the LPF is able to educate our industry like no other organization of its kind, in the world.

About LPC Recertification

The Loss Prevention Foundation requires that all LPCertified (LPC) certificate holders recertify every three years in order to retain the advanced level, LPC designation.

Recertification demonstrates a devotion to an enduring career in Loss Prevention and a dedication to the industry by enhancing knowledge and skills and staying abreast of improvements and current developments.

Recertification is accomplished either:

1. By earning and submitting 20 continuing education units (CEUs) each year of the 3 year recertification cycle.

   -OR-

2. By re-taking and passing the LPC exam on or before the end of the 3 year recertification cycle.

Key Terms and Conditions

Below are important terms and dates that a certificant needs to understand in order to successfully meet his or her recertification deadlines. Each certificant must know and track their own:

- Original LPC Exam Date
- Current Recertification Cycle Start and End Date
- CEU Submittal Deadline

Recertification Cycle Start & End Date

A certificant’s recertification cycle is three years long. It begins on the first day of the month following the original exam date and ends three years later on the last day of the preceding month.

For example, if the original exam is passed on 3/3/2010 then the recertification cycle begins 4/1/2010 and ends 3/31/2013. The subsequent recertification cycle would begin 4/1/2013 and end on 3/31/2016.

CEU Submittal Deadline

A certificant’s CEU (continuing education unit) submittal deadline is based on the last day of the month in which the original exam was held.

For example, if the original exam was passed on 3/3/2010 then the certificant’s CEU submittal deadline is on March 31st each year of the recertification cycle (3/31/2011, 3/31/2012, and 3/31/2013).

Example:

<table>
<thead>
<tr>
<th>Original Exam was 9/22/2010. John Doe, LPC's:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recertification Cycle Start Date is:</td>
</tr>
<tr>
<td>Recertification Cycle End Date is:</td>
</tr>
<tr>
<td>CEU Submittal Deadline is:</td>
</tr>
</tbody>
</table>

Fixed Dates and Deadlines

A certificant’s recertification cycle start date, recertification cycle end date, and CEU submittal deadline date remains fixed, based on the originating exam date. The recertification cycle and the CEU deadline will not move forward or backward and will not be impacted by either early and/or late submissions.

Recertification Process

A certificant can choose which track they would like to follow each recertification cycle. Detailed below are the steps that a certificant must follow to successfully recertify.

1. Exam Track

In this track, the certificant needs to register, retake, and pass the LPC exam prior to the end of their three year recertification cycle end date.

Register Now for the LPC Exam!

*Additional Notes:

- Be sure to check the recertification check box when filling out the required exam registration form (at above link).
- The earliest a certificant can re-take the exam for recertification is 180 days prior to end of their recertification cycle. Taking it that early will give just enough time for a possibility of three exam retakes.
- If the LPC exam is failed more than 3 times in a certificant's lifetime, the certificant must contact us to receive special approval to take the exam again.

2. Continuing Education Track

In this track, the certificant collects 20 continuing educational units (CEUs) each year of the recertification cycle. The units must be submitted on or before the certificant’s CEU submittal deadline. At the end of the three years, they will have submitted a total of sixty CEUs.

CEU activity can be submitted at any time, in multiple submittals, in lesser portions, so long as a total of 20 CEUs are submitted on or before the certificant's yearly CEU submittal date.

On the first and second year of the recertification cycle, the certificant needs to list and submit their 20 units of activity using the CEU Accomplishment Submittal Form found on our Forms and Helps page.

On the third year of the recertification cycle, the certificant needs to pay special attention. They are required to submit both the 20 units of activity and to submit the CEU Recertification Application Form found on the Forms and Helps page. It is very important that all necessary items are successfully submitted on or before the date in that third year as the certificant's credential is at risk.

Recertification on the CEU track is only successful by having submitted all of the below on or before the third year Recertification Cycle End Date:

- 60 submitted CEUs (20 per year * 3).
- the CEU recertification application.
- if applicable, one or both CEU late processing fee(s).
- if applicable, a CEU recertification processing fee.

*Additional Notes:*

- If CEUs are submitted late, in the first and/or second year, a late processing fee is charged. However, in the third year, late CEU submission is considered late recertification as the CEU submittal deadline falls on the same day as the end of the recertification cycle.
- Late recertification has a higher fee and the certificant loses his or her credential till all is remedied. See our Certification Lapse page for details.
- It is vital that certificants in this track maintain careful records in case they are selected in the CEU audit. Not only should they keep a copy of all forms submitted to the LPF, but they must also collect and retain identifying proof of their CEU activity. Visit our Audit Proof Suggestions page for a list of suggested items that you should collect and retain.

**Recertification Fees**

Please visit our recertification fees page for current pricing and late fees.

**Certification Lapse**

Failure to Recertify:

LP Certified carries a commitment and a responsibility as well as a designation. Those failing to renew their certification commitments at the end of their recertification cycle will no longer be considered LP Certified.

**Implications:**

Former Certificants must not use the LPC designation in any professional communications, such as on letterhead, stationery, business cards, in directory listings, and in signature.

1. Late 30 days or Under:
Certificants who are 30 days or under late to recertify, (Track 1 or 2) can take advantage of our grace period. All the certificant need do is to meet their respective requirements within the 30 day grace period.

2. Regain Credential With Exam

Former Certificants can regain their credential at any time by taking and passing the LPC Exam.

3. Regain Credential With CEUs

Late 1 Year or Under:
The LPF recognizes that LPCertified certificants may find themselves in unusual circumstances such that they can’t recertify on time. The LPF offers those former certificants a way to regain their LPCertified credential without having to re-earn it by exam.

To qualify for recertification by CEUs, the former certificant must be no more than 1 year late to recertify. If they are over one year late, they must recertify by exam.

The certificant must re-establish certification by having submitted or by submitting all of the following:

- recertification application form.
- recertification CEU processing fee (if applicable).
- 60 CEUs.

Then the certificant must re-establish certification by submitting:

- the certification lapse application form.
- recertification late fee.

In addition:

- if the certification lapse is over the grace period, but not over 6 months, the applicant must submit 4 additional CEUs.
- if the certification lapse is over 6 months, but not over 12 months, the applicant must submit 8 additional CEUs.

Submit the CEU Lapse Application Form found on our Forms and Helps page to regain your credential.

Code of Ethics

LPQ and LPC credential holders shall abide by and conform to the following code of ethics so long as they bare their credential. An LPF credential holder:

1. Will obey applicable federal, state, and local laws and regulations.
2. Will honor and yield to employer policy, rules, codes of conduct and guidelines.
3. Will uphold the Loss Prevention Foundation’s published rules, mission and goals.
4. Will advance the Loss Prevention Profession, by protecting the credential, leading by example, representing the ideals of the loss prevention industry at large, giving back to the profession, continuously seeking educational opportunity and professional improvement.
5. Will protect, at all times, all entrusted assets (physical, digital, financial, proprietary, informational, etc.), keeping them secure, allowing only authorized access and use.
6. Will not misuse, share, reproduce, leverage for gain any entrusted asset by using it in any manner other than that which was intended by the entrustor, unless otherwise required by law.
7. Will exercise proper authority, sound judgment, due diligence, and respect in dealing with customers, management, fellow employees, officials, vendors and the general public.
8. Will not engage in or facilitate any discriminatory or harassing behavior.
9. Will remove themself from, as well as not seek out, any situation which may potentially be a conflict of interest, a compromise or an appearance of compromise, nor accept any enticements (gifts, gratuities, influence, honoraria, etc.) offered for such.
10. Will act at all times in the best interest of their employer.
11. Will always report truthfully and accurately when required by management or law.
12. Will promptly remove all mention and use of the LPC credential if the certification lapses (due to non-recertification, disciplinary actions, etc.)

Continuing Education Units

Twenty Continuing Education Units (CEUs) can be collected each year through continuing education programs, college courses, instruction, seminars, webinars, leadership activities, research and publishing, conferences, membership in national or international professional organizations, and other qualifying programs and events.

It is LPF’s goal to continuously improve and widen opportunities to collect CEUs. As our CEU program grows, our CEU information will be subject to change, and we recommend that you come back and periodically review these pages. Link below to view the ways to earn CEUs.

- Pre-Approved CEU Opportunities
- Prospective CEU Opportunities
- Other Eligible CEU Sources
- LPF CEU Opportunities

The Loss Prevention Foundation desires to make obtaining continuing education credits (CEUs) as easy as possible, so that our certificants can find opportunities close at hand to fit their career growth.

<table>
<thead>
<tr>
<th>Unit Category</th>
<th>Notes</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Recipient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass an Accredited College Course (on campus or online)</td>
<td>Loss Prevention, Criminal Justice, Security, or Business related courses from an accredited institution.</td>
<td>7 per credit hour</td>
</tr>
<tr>
<td>Achieve Industry Credential</td>
<td>First achievement of</td>
<td>15 each</td>
</tr>
<tr>
<td>Attend Conferences</td>
<td>Keynotes and track sessions do count while breaks, sponsor visits, and networking will not.*</td>
<td>1 per hour of *</td>
</tr>
<tr>
<td>Attend Workshops, Seminars</td>
<td>*received Presented Education</td>
<td>1 per hour of *</td>
</tr>
<tr>
<td>Attend a Retail State Association Meetings</td>
<td>Established State by State. *received Presented Education</td>
<td>1 per hour of *</td>
</tr>
<tr>
<td>Attend Corporate LP Meetings</td>
<td>*received Presented Education</td>
<td>1 per hour of *</td>
</tr>
<tr>
<td>Pass an eLearning Course</td>
<td>Must have syllabus, published course hours, &amp; administered test.</td>
<td>1 per hour</td>
</tr>
<tr>
<td>Attend/Engage in a Webinar, Webcast or Other Online Event</td>
<td>Limit 5 units total per year.</td>
<td>1 per hour</td>
</tr>
<tr>
<td>Education Facilitator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry Committee Member</td>
<td>Demonstrate active participation.</td>
<td>12 per year</td>
</tr>
<tr>
<td>Industry Organization Member</td>
<td></td>
<td>5 per year</td>
</tr>
<tr>
<td>Create and conduct Webcast, Webinar, or Online Education Event</td>
<td>First, unique presentation of</td>
<td>5 per hour</td>
</tr>
<tr>
<td>Create and Conduct a Presentation</td>
<td>First, unique presentation of</td>
<td>5 per hour</td>
</tr>
<tr>
<td>Write and Publish an Article</td>
<td>750 words or more. Article needs to be published to a semi-professional/professional venue. (LP Magazine, Integrated Solutions for Retailers, etc.)</td>
<td>10 each</td>
</tr>
<tr>
<td>Write and Publish a Column</td>
<td>Under 750 words</td>
<td>10 each</td>
</tr>
<tr>
<td>Provide Public Service. Design, facilitate, or enable a security or safety activity for a not-for-profit or public organization. Pro-bono.</td>
<td>This must be pre-approved by contacting the Continuing Education Committee. Describe the activity and effort. CEUs set at onset by Committee.</td>
<td>Units depend on education and effort.</td>
</tr>
</tbody>
</table>

**CEU Evaluation Guide**

The Loss Prevention Foundation desires to make obtaining continuing education credits (CEUs) as easy as possible, so that our certificants can find opportunities close at hand to fit their career growth.

Determining Credit Worthiness:

If the CEU activity the certificant is considering is not found on our pre-approved CEU opportunities page, then it is wise to evaluate it against the below criteria to make sure it is credit worthy.

Qualifying Credit Criteria:

- The activity must relate to retail loss prevention, asset protection, security, and/or business management.
- The activity must be educational.
- The activity must be mentioned or found within the content of the LPC course content material as described below.*

If there is still doubt with regards to the activity’s credit worthiness, please fill out and submit the CEU Qualification Evaluation Form found on our Forms and Helps page. This form will help us assess if the desired activity can receive CEU credit or not.

*To determine if your activity topic is mentioned in the LPC course content material, link to our LPC Course Information page, then find the entire course outline pdf document link and do a search (CTRL/F) within that document for yours’ or a similar topic.

Determining Activity Units:

Presented Education constitutes a planned, educational event that has a pre-publicized agenda, a speaker, and an audience. Networking, lunches, breaks, sponsor exhibit visits, and/or discussion sessions are NOT considered formal presentation.

The sum of all presented education minutes can be rounded up to an extra hour, if the minutes are not evenly divisible by 60 and there are there are 30 or more remaining minutes.

Example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Education</th>
<th>Units</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RILA Asset Protection Conference</td>
<td>Attended a keynote and session tracks for 1 day. Keynote 1.5 hrs. Tracks 50 mins. each w/5 hrs a day. Total mins are 90 + 5*(50). (340 mins, for 1 day = 5 hrs. 40 min)</td>
<td>1 per hour of received presented education</td>
<td>6</td>
</tr>
<tr>
<td>FMI National Conference</td>
<td>Attended keynotes and session tracks for 2 days. Keynotes 1.5 hrs. each. Tracks 50 mins. each w/5 hrs a day. Total mins are 2*(90+5*(50)) (580 mins for 2 days = 11 hrs. 20 min)</td>
<td>1 per hour of received presented education</td>
<td>11</td>
</tr>
</tbody>
</table>
CEU Audit

The Loss Prevention Foundation periodically audits a selected percentage of its certificants who recertify using CEUs. It is vital that certificants collect and maintain careful records in case they are selected for audit.

If selected for audit, a certificant will receive selection notice within three months after their CEU Submittal Deadline. The audit will cover all twenty of their prior year’s CEU activities, unless noted otherwise. They will be required to send in their retained CEU proof back to the LPF as soon as possible. The LPF will then match the received proof against the past years’ CEU forms that the LPF has on file from the certificant.

It is in the candidate’s best interest to respond as quickly as possible to all of the LPF’s requests, so that questions can be resolved before the three month time limit expires.

It is also in the candidate’s best interest to keep copies all their CEU submission Forms (CEU Accomplishment Submittal Form and the CEU Qualification Evaluation Form) in case there is a discrepancy back to the LPF as soon as possible. The LPF will then match the received proof against the past years’ CEU forms that the LPF has on file from the certificant.

For suggestions and ideas on what identifying proof(s) to retain, please visit our Audit Proof Suggestions page.
Questions and Answers

Q) What types of activities does LPF give credit for?
A) The LPF encourages educational opportunities and career advancement. Please visit our Continuing Education Units page with links to ALL the varying ways to achieve CEU credits.

Q) How do I know for certain if my unlisted activity will receive CEU credit?
A) Please use our CEU Evaluation Guide page to help you evaluate your activity.

Q) I am interviewing for a new position. What can I use to demonstrate that my LPC credential is valid and current?
A) The Loss Prevention Foundation regularly updates and publishes the names of all those who hold valid LPCertified credentials on our LPC Certified Professionals web page.

Q) How do I pick the CEU track versus exam track?
A) You are welcome to change your track every new, three year recertification cycle. The CEU track is pro-actively chosen by submitting your CEU accomplishments on the CEU submittal deadline date(s), while the exam track is 'chose' by default.

Q) Can I apply credit against an activity that I’ve already received credit for from a different credential?
A) First of all, congratulations for having two credentials! Yes, the LPF will also give you credit for the activity, so long as it matches our criteria too.

Q) I’m sorry, I missed my CEU submittal deadline last week. Is it too late?
A) No. The LPF gives all certificants a 30 day grace period with regards to missing their CEU Submittal Deadline dates. Just hurry and submit all your necessary items to the LPF before the grace period ends.

Q) Due to a scheduling glitch, my recertification exam is two days after my recertification’s cycle end date. Is it too late? Will I have lost my credential?
A) You are not too late. The LPF grants certificants a 30 day grace period for recertification as well (by exam or CEU). However, you are in a rather risky position. It is very important that you pass your exam before the grace period ends or you will lose your credential till you pass. Good luck!

Q) I missed the CEU submittal deadline and it is past the 30 day grace period. Is it too late? Am I now in the exam track for this recertification cycle?
A) No. It is not too late to continue earning your credential by CEU. However, you will need to pay a late CEU processing fee of $30 (providing you are in the first or second year of your recertification cycle - the third is different - see below). Be aware, that being late, shortens next years' time for earning your 20 CEUs, as submittal dates remain fixed.

Q) Can I submit my CEU recertification application at the end of my three year recertification cycle end date but submit my 20 CEUs late with a CEU late fee and still be OK?

A) We are sorry. The third year of the recertification cycle is different. The CEU submittal deadline and the recertification cycle end date are one and the same on the third year. Therefore, there is no such thing as late CEU submission on the third year and it is considered late recertification. If you have missed the 30 days of grace, you'll need to re-earn your credential using our certification **lapse** process.

Q) There are so many things that I keep track of, could you help? Would you notify me of my CEU submittal deadline date, my recertification end date, and how many CEUs I have on file? This will enable me to get the correct paperwork submitted on time. Thanks.
A) Absolutely. The quarterly email we will be initiating in the 1st quarter of 2013 will contain your key information as well as other recertification items; such as upcoming educational opportunities. Do **contact us** to make sure we have your correct email address on file.

Q) Some of your education opportunities come up too fast to be on the quarterly email and/or I need more advanced notice, how do I find out about these opportunities without having to log on to your website every day?
A) Great question. We highly recommend all LPC certificants first join **The Loss Prevention Foundation** LinkedIn group, followed by joining the sub-group; **LPC Certified Professionals** (which you cannot join unless you are also in the parent group). Both will require approval, but with an LPC credential, you'll have no difficulty other than a couple days' wait to get in. Once in, the LPC group, you will not only have conversation access to other leading LP professionals, but you will also be able to get fresh, immediate recertification news and flashes via the group, which can be sent to your email.

Q) Why do I have to keep records of all my CEU activities?
A) We recognize your hard work to earn your LPC credential and we urge you to protect that work in the event that we do not receive your submissions and/or you are selected for audit. With careful record keeping, you will be significantly better prepared to help us remedy discrepancies.

Q) What CEU records do I need to keep?
A) Please retain a copy of all forms or mailings sent to the LPF (CEU activity listings/recertification applications, etc) as well as **proof** of each accomplishment or activity. Visit our **Audit Proof Suggestions** page for items you need to collect and retain to receive credit as well as to help you successfully navigate the audit, should you be chosen.

Q) How long do I have to keep my CEU records?
A) In most cases you will need to keep your CEU records three months beyond your yearly CEU submittal deadline. However, in unusual circumstances or exceptions, like late CEU submission, certification lapse application, appeals, etc., you need to those records and proof for a 6 months past your request or submittal.

Q) I earned 30 activity units last year, but only submitted the necessary 20. Can I apply those extra units towards this year's CEU requirements?
A) While it is not optimal, you can roll your 10 credits forward (so long as they are not already claimed and they are not older than two years). Not only are you losing out on new, advanced, educational opportunities, but you may also find that older credits are harder to
verify in an audit. Therefore, we strongly suggest that you avoid the practice of rolling
credits forward, and instead, grow the habit of continuously advancing your education and
career.

Q) My personal circumstances are just overwhelming right now. I am simply unable to meet
the recertification deadline and/or fees (even with your 30 day grace period). Would you
consider giving me a break till my circumstances are settled?
A) Absolutely. LPF recognizes that there are times when circumstances can become so
overwhelming (military deployment, medical, accidents, hardships) that special
consideration needs to be granted. Please appeal to us by email at
info@losspreventionfoundation.org, highlighting your extreme circumstances (be sure
to include your contact information as well) and we will do our best to help you in your
situation. However, be aware, that the LPF will not give consideration to 'normal' life
experiences; such as being busy, moving to a new home, getting a new job, etc.

LPF RECERTIFICATION PROGRAM ENHANCED

****** Attention LPC Certificants! ******

Top Recertification Enhancements

We've strengthened our LPCertified Recertification Program for future growth. Read below to
learn about our most significant changes.

Our Top Recertification Changes:

1. We formalized a code of ethics for our certificants.
2. We renovated our Continuing Education Unit (CEU) opportunities by reducing
   restrictions, adding more categories, and aligning their value(s) with other industry
   programs.
3. We initiated a Premium Provider Program.
4. We added a Continuing Education Unit (CEU) audit process.
5. We changed it so that instead of all certificants sending in CEU proof to the LPF,
   only a few certificants need send in proof after being randomly selected for the CEU
   audit.
6. We initiated forms for important interactions between the certificant and the LPF
   (e.g. when recertifying).
7. We changed it so that instead of every certificant having a uniquely dated recertification cycle (exam date + three years) the recertification cycle dates are standardized (1st of the month following exam date + three years).

8. We changed it so that instead of submitting 60 CEUs at the end of three years, certificants now submit 20 CEUs every year. If the CEUs are not submitted, the certificant can recertify by exam on the third year or pay a CEU late submittal fee of $30.

9. We established a 30 day grace period on CEU and recertification submittal dates as well as initiating a Certification Lapse process.

10. We established 2013 as a year of transition to ease into the program changes, maintain goodwill, and to reduce interruptions. The transitional measures of 2013 will impact all LPCertified certificants who passed their exam prior to 1/1/2013. Visit our Recertification Transition page to learn the transitional requirements for qualified LPCertified certificants.

More Change Coming:

Please note that there will be an additional stage to our LPC Recertification Readiness Program. Our next stage will be with regards to automating the program to make it easier for the certificant.

Not only will automated, on-line forms (e.g. for CEU submittal) or automated on-line credit card fee transactions save the certificant time, but having individual personal accounts will give the certificant immediate answers to questions such as "How many CEUs do I have?", "When is my recertification application due?" or "What is my email on file?".

Recertification Transition for LPCertified (who passed exam prior to 1/1/13)

Due to our enhanced recertification program, all certificants who passed their exam prior to 1/1/2013 have special, overriding, transitional requirements for 2012 and 2013. These measures supersede the normal requirement of 20 CEUs stated herein. Read below to learn more.

Q) Why did LPF change the recertification program?
A) The LPF seeks to continuously strengthen our programs to achieve a thriving, growing retail loss prevention industry. Therefore, this summer we did an extensive review of our recertification program. As a result of customer feedback, benchmarking, and certification experts we’ve launched an improved program that can face future challenges and growth.
Q) What are the major differences between the old recertification program and this enhanced one?
A) Please view our description page that details the significant changes.

Q) Where do I start to learn more?
A) We recommend that you start familiarizing yourself with our enhanced program, by scanning through the first six links found on our main Recertification page (About Recertification thru Certification Lapse). Another good way to get familiar with the changes is to download our Recertification Handbook found on our forms page and read about the program off-line at your convenience.

Q) Who is qualified to take advantage of the below 2012 and 2013 recertification transition measures?
A) Only LPCertified professionals who passed their exam prior to 1/1/2013 are allowed to use the below measures.

Q) When do I actually start doing what is required in the enhanced recertification program?
A) As the LPF has significantly changed the recertification program, it will take some time to get into ‘full’ swing. The year 2012 is a time of publicly launching and learning, while 2013 is a year of transition and starting to ease into our changed program. It isn’t until 2014, that you’ll be expected to follow ALL of the requirements.

Q) What do I need to do in 2012?
A) As the enhanced recertification program is only beginning in earnest January 1, 2013; current LPC certificants need only start by becoming familiar with the changes. You are not required to submit any CEUs until 2013 wherein only a transitional, partial number are required.

Q) What about the work I have already done towards recertification with regards to the past requirements and continuing education units (CEUs)?
A) We couldn’t be us without you and education is never in vain. Continuous education is a mark of a leader. We sincerely appreciate all your hard work, efforts, and growth. However, you will find that our changed program is nearly a fresh start for all LPCertified certificants who collect educational units for recertification.

Q) So what do I need to do in the 2013 transition year?
A) What activity you need to do in 2013 directly depends on your 1) recertification cycle end date and on your 2) CEU submittal deadline date. It is absolutely, critical to know how these dates are defined and what yours are as an individual. Please visit our Key Terms and Conditions page for their definition so that you can derive your dates.

Q) I can’t derive my recertification cycle end date or my CEU submittal deadline date because I don’t know my original exam date. How do I find out what that is?
A) You can find your original exam date on the bottom of your Loss Prevention Certified certificate that the LPF mailed you. If you cannot find the certificate, contact us and we can give you the day you passed your original exam.
Q) My recertification cycle end date is in the transition year of 2013. How do I handle recertifying by exam?
A) If you plan to **recertify by exam**, all you need to do is pay, schedule, and pass the exam on or before your recertification cycle end date.

Q) My recertification cycle end date is in the transition year of 2013. How do I handle recertifying by continuing education units?
A) If you plan to recertify with continuing education units (CEUs), you will need to do two things on or before your recertification cycle end date; 1) fill out and submit the **CEU Recertification Application** form along with the applicable processing fee. 2) fill out and submit the **CEU Accomplishment Submittal** form with the required "2013 Transition CEUs" (below) on or before the CEU submittal deadline (which will be the same date as the 2013 recertification cycle end date).

Q) What do I do before my CEU Submittal deadline date in 2013?
A) Certificants who recertify with CEUs, must acquire, and submit the necessary “2013 transition CEUs” on a **CEU Accomplishment Submittal** form, on or before their CEU submittal deadline. Below is a chart depicting the number of CEUs that need to be submitted for the 2013 Transition year:

<table>
<thead>
<tr>
<th>If you passed your exam before 1/1/2013 &amp; Your CEU Submittal Deadline falls on:</th>
<th>2013 Transition CEUs Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 31, Feb. 28, or March 31</td>
<td>0</td>
</tr>
<tr>
<td>April 30, May 31, or June 31</td>
<td>5</td>
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<tr>
<td>July 31, August 31, or Sept. 30</td>
<td>10</td>
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<tr>
<td>Oct. 31, Nov. 30, or Dec. 31</td>
<td>15</td>
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Q) Do I need to fill out and submit a **CEU Accomplishment Submittal** form even if I am not required to submit any CEUs (my CEU submittal deadline is Feb 28th 2013)?
A) No. There is no point in submitting an empty form.

Q) My CEU submittal deadline is June 31st. Can I use the CEUs I earned last year at the 2012 NRF Conference (6/20-22/2012) or the CEUs I earned at the 2012 NFSSC Conference (8/5-8/2012)?
A) No and Yes. You can claim past CEU activities so long as they are less than a year old from your CEU submittal deadline date. Therefore any activity that you did between July 1, 2012 and June 31st 2013 is an opportunity you can claim. You can list the 2012 NFSSC Conference for credit but not the NRF conference.

Q) So am I reading this right? My recertification cycle end date is June 31, 2013 (my original exam was June 15, 2010), and I do not need to submit the 60 CEUs that the original LPF recertification program required. The only CEUs I need to submit to the LPF is the "2013 Transition" 5 CEUs that I earned within the year and you’ll allow me to recertify for three more years?
A) Yes. You are reading this right. This is a onetime event. However, from 2014 on you will be required to submit 20 CEUs each and every year on or before your CEU submittal.

deadline. That is if you decide to continue on earning your recertification by CEUs and not by exam, in which case, you need do nothing but re-pass the exam every three years.

Q) My recertification cycle end date is in 2014, one year past the transitional year of 2013. How will CEU recertification renewal work in August 30, 2014?
A) Recertification will work much the same. This August 30th, 2013 you will need to submit the "2013 Transition" 10 CEUs. Then before your recertify August 30th 2014 you will need to have earned and submitted the required, yearly 20 CEUs. In total, 30 CEUs will be submitted prior to recertification. Don’t forget that on or before August 30th, 2014 you will also need to submit your Recertification Application form along with any applicable fees.

Q) Since 2013 is a transitional year, does that mean the CEUs I claim on my CEU Accomplishment Submittal form will not be audited?
A) Good question, but no. The LPF also needs this year of transition to work out its own new processes. We will be auditing a set percentage of randomly selected CEU Accomplishment Submittal forms. However, as it is a transitional year for all of us, this first audit will be more flexible than ones in the future.

Q) This changed program requires me to essentially remember a new date and submit 20 continuing education credits every year instead of the full 60 at the end of three years. Will there be any help to remind me of this new intermediary date?
A) Yes. The yearly CEU submission builds healthy habits of continuous education. We realize that lives are busy, so starting in the 1st quarter of 2013 we will be establishing a quarterly email that will include individual reminders of key dates coming up. Do make sure we have your current email address so you can get this key reminder.

Q) Will you be moving to an on-line system like my other certifications have? It’s much easier (versus waiting for or even missing an email), to be able to log into my own personal account, see my key dates, and to upload my educational units right there and then.
A) We could not agree with you more. Our next goal is to automate our recertification program, so there’ll be immediate access for all! Stay tuned.

Addendum

The Loss Prevention Foundation is a 501 c (6) not-for-profit organization. The LPF is governed by a Board of Directors is composed of individuals from the loss prevention industry. The board of the LPF governs the mission of the Loss Prevention Foundation, which is to advance the loss prevention profession by providing relevant, convenient and challenging educational resources.