**Section 3125.60 Certification Renewal**

1. A Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization certification shall be valid for one year. A Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization certification shall expire 12 months after certification.
2. Thirty days prior to the end of the 12 month period, a Navigator, In-Person Counselor, Certified Application Counselor or Certified Application Counselor Organization may file an application for renewal on the application prescribed by the Director.
3. Prior to the filing date for application for renewal of a certification, an individual Navigator, or In-Person Counselor shall complete 12 hours, and an individual Certified Application Counselor shall complete 4 hours, of continuing education requirements approved by the Director. The individual shall file with the Director, by a method prescribed by the Director, satisfactory certification of completion of the continuing education requirements. Any failure to fulfill the ongoing continuing education requirements shall result in the expiration of the certification. Individual Navigators, In-Person Counselors or Certified Application Counselors whose certification has expired for failing to complete the continuing education requirements may not apply for a certification until they have provided satisfactory proof to the Director that they have completed the required continuing education requirements and have filed an application for certification.