



Memo

Date: October 22, 2009

To: All authorized CERTA program trainers

From: NRCA CERTA program administrator

Regarding: CERTA program policy change

Please note that the CERTA program policy requiring authorized trainers to register a training session in advance has been changed.

Old policy: You will need to register each training session a minimum of five business days before the training session. NRCA will confirm your session and provide you with a registration number before your session begins. Do not proceed with a training class unless you have received a valid session registration number from NRCA. Training sessions conducted without first being registered will not be recognized.

New policy: You will need to register each training session in advance. NRCA will register your session and confirm by providing you with a session number. Once registered, you may conduct the training at anytime within seven business days after receiving a valid training session number from NRCA. Do not proceed with a training session unless you have received a session registration number. Training sessions conducted without first being registered will not be recognized.

This policy change is effective immediately.

Updates to the CERTA program Instructors Guides and documents relating to this policy change are underway. You will be notified when the revised documents are available to download through the NRCA Website.

If you have questions about this policy change, you may call NRCA anytime Monday through Friday to discuss with a CERTA program administrator during normal business hours at (800) 323-9545.

Sincerely,

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