



Reinstatement Policy

(Effective April 1, 2016)

There are two options available to former CIMA® or CPWA® certificants to reinstate their right to use the registered Marks. Reinstatement is not available to former CIMC® designees.

OPTION A (reinstatement within 2 years of certification termination)

Continuing Education (CE)

A reinstatement application must be submitted within two years of the individual's certification termination notice date. *(If more than two years have passed from the date of the certification termination notice, reinstatement is only available under Option B.)* A reinstatement fee of US\$300 must accompany the application, and the individual must pass a background check for the reinstatement application to be accepted. Upon acceptance, the applicant must complete and report 60 CE hours, including 2 hours of ethics. CE hours earned during the last, active two-year certification period can be applied toward the 60 hour reinstatement requirement.

Reinstatement applicants will have six months from the date of the reinstatement application acceptance to complete and report the required CE hours. Upon completion, the applicant will be emailed a certification fee invoice and a license agreement for signature. The payment and signed license agreement must be returned by the date specified in the email to successfully reinstate their certification. A new, two-year certification period start date will be based on the date of the newly-signed license agreement.

Please contact the Institute Certification Department at +1 303-770-3377, option 2, or recertification@i-w.org to obtain a reinstatement application or to ask questions about Reinstatement Option A.

OPTION B (reinstatement after 2 years of certification termination)

Certification Examination

A reinstatement application must be submitted with an exam fee of US\$475 for current Institute members, or US\$675 for non-members. The individual must pass a background check for the reinstatement application to be accepted. Upon acceptance, the applicant must take and pass the current CIMA® and/or CPWA® Certification Examination.

CIMA Certification Examinations are administered during four testing windows per year, in February, May, August, and November, at testing centers throughout the world, by appointment only.

CPWA Certification Examinations are administered year-round at testing centers throughout the world, by appointment only.

Please contact the Institute Certification Department at +1 303-770-3377, option 2, or recertification@i-w.org to obtain a reinstatement application or to ask questions about Reinstatement Option B.