

Compliance Certification Board (CCB)®

Renewal Extension Request



All CCB certification holders are given a 1 month grace period to submit their renewal documentation and fees. However, if additional time is needed, certification holders can apply for an additional 1 or 2-month extension using this form. CCB will process extension requests within five business days. Ensure the form is completed accurately and completely to avoid delays.

Submit this form and requested materials to:

mail: Compliance Certification Board, 6500 Barrie Road, Suite 250, Minneapolis, MN 55435, U.S.

fax: +1 952 988 0146 | **email:** ccb@compliancecertification.org | **phone:** +1 952 933 4977 or 888 580 8373

PERSONAL INFORMATION

* First Name	* Last Name	* Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Telephone	SCCE/HCCA User ID (optional)	*Email (confirmations will be sent to this address)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I would like to request a 1-month 2-month extension beyond my renewal date and 1 month grace period.

**DENOTES REQUIRED FIELD*

CERTIFICATION

*Select the certification you are requesting an extension for:

CHC CHRC CHPC CHC-F CCEP CCEP-I CCEP-F

EXTENSION

Include all fees with your application. All checks should be made payable to "Compliance Certification Board." Funds from international countries should be submitted in U.S. dollars. For wire transfer details, email ap@corporatecompliance.org.

Extensions will not be processed until payment has been received.

Refund Policy: No refunds will be issued to those requesting a renewal extension even when the requested time is not used.

\$50 (1-month) **OR** \$100 (2-month)

Payment Method:

Check
 I authorize CCB to charge my credit card (choose below):
 AmericanExpress MasterCard Visa Discover

Credit Card Account Number: _____

Credit Card Expiration Date: _____

Billing Postal/Zip Code: _____

Cardholder's Name: _____

Cardholder's Signature: _____

ACKNOWLEDGMENTS

By signing below, I understand that by using an extension, my original renewal expiration date will remain the same for my next renewal period. I also understand that there are no refunds on extension fees, and there is a 2-month maximum for the extension.

Signature

Date