Certification Lifecycle

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Document	BFS-POL-11 · Certification Lifecycle
Edition	1.0 (interim)
Issued	19 November 2026
Owner	Certification Committee
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

Stages

Stage	What happens	Who decides
1. Apply	Candidate submits application, evidence of eligibility, signed Code of Ethics and fee	BFS office checks completeness
2. Eligibility review	Training hours, logged practice and prerequisites are checked	Eligibility reviewer (not a trainer of the candidate)
3. Assess	Written examination, practical assessment and case task under the scheme	Independent examiners
4. Certify	Evidence reviewed; certificate issued with BFS ID, scheme, award and expiry dates; entry added to the public register	Certification Committee or authorised certifier
5. Surveillance	Annual CPD declaration, code-of-conduct attestation; random 10% CPD audit	BFS office; Certification Committee for outcomes
6. Recertify (every 3 years)	CPD points for the cycle, 180 hours logged practice, current CPR/AED, clean conduct record; or reassessment	Certification Committee
7. Suspend	For unmet requirements, misuse of certificate, or misconduct, after the person can respond. Register shows "Suspended"	Certification Committee / Complaints and Disciplinary Panel
8. Withdraw	If the cause of suspension is not resolved, or for serious misconduct. Register shows "Withdrawn"	Certification Committee / Complaints and Disciplinary Panel
9. Appeal	Any decision may be appealed within 30 days	Appeals Panel

Scope changes

A certified person may ask to reduce or extend the scope of certification (for example adding a Level 2 scheme). Extensions need the full assessment for the new scheme.

Expiry

A certificate that is not renewed expires on its expiry date and the register shows "Expired". The holder must stop using the certificate and marks.