

FITNESS NB POLICIES AND PROCEDURES CERTIFICATION

Page 1 of 1

Policy #: 24001C **Incomplete Renewal Packages**

Updated and approved by Board: **June 17, 2014**

Rationale: Individuals who are renewing are asked to forward all payments and required documentations together. In some cases for any number of reasons this is not done.

Policy: When there is documentation missing from a leader's renewal package that is necessary for recertification the individual's membership will be renewed; and the specialty certificate will be withheld until the required documentation is submitted to the FNB office.

The leader will receive a welcome letter outlining the process.

Effective Date: **June 17, 2014**