



ACCBO

2054 N Vancouver, Portland OR 97227-1917

Phone: (503)231-8164

www.accbo.com

EXTENSION POLICY

30 Days

A 30 day grace period will be allowed under request, please follow the steps outlined below. Any Certified Professional (CADC I, CADC II, CADC III, CGAC, CPS) wishing to acquire a 30 day grace extension on an expiring certification, must present a request to the Board in writing. Please mail the request letter to the ACCBO office.

120 Days

Should you require a grace period beyond 30 days, a 120 day extension may be granted at a cost of \$50. Present a request to the Board in writing with payment of \$50. Please mail the request letter to the ACCBO office.

Longer than 120 Days

If you desire more than 120 days, you may wish to place your certification status on hold, please refer to the "Sabbatical Application" page located at

<http://www.accbo.com/forms.php>

Address to send the request to:

ACCBO

2054 N Vancouver Ave

Portland OR 97227