



## VETcert recertification procedure

As set out in the VETcert Rules: in order to maintain VETcert certification, the holder must be able to demonstrate that he/she has maintained their knowledge and skills at the required level, including an awareness of developments in the scientific, technical and practical aspects of veteran tree management, within **3 years of the certification start date or most recent scheduled recertification date**. This includes providing evidence of work experience, continuing professional development (CPD) and engagement within the veteran tree management sector at the appropriate level. It is expected that you will have carried out at least **30 hours of CPD** and have undertaken at least **3 projects/jobs/research projects with veteran trees over the three year period**. CPD can be both structured (e.g. a course with a certificate of attendance) or unstructured (watching a webinar, reading a book or scientific paper). A maximum of 10 hours unstructured CPD is acceptable (e.g. 20 hours structured, 10 hours unstructured). It is acceptable that all 30 hours are structured.

### **Projects/jobs/research with veteran trees:**

You must provide at least three examples of projects/jobs/research with veteran trees, which can include delivering relevant training to others. You need to provide a short description, some idea of the number of days/hours involved and contact details for the client or colleagues involved (e.g. if it was a research project). You should also describe, briefly, what you have gained from the project/piece of work/research as well as which unit(s) in the VETcert standard it is relevant to. The VCC reserves the right to contact those listed to confirm that relevant work was carried out by you, at an appropriate level.

### **Continuing Professional Development (CPD)**

Please provide details of your CPD focusing on skills and knowledge related to veteran tree management; include programme and certificate of attendance if available (if not available, please provide some alternative proof of attendance). CPD can be both structured (e.g. a course with a certificate of attendance) or unstructured (watching a webinar, reading a book or a scientific paper). A maximum of 10 hours unstructured CPD is acceptable (e.g. 20 hours structured, 10 hours unstructured). It is acceptable that all 30 hours are structured.

You may also describe, if appropriate, any other engagement within the veteran tree management sector.

### **The Procedure**

- 1) Submit your completed recertification form to the VCC (where you took your exam) along with payment by the end of September of the year that your certification expires (form available from [www.vetcert.eu](http://www.vetcert.eu)). The current fee for recertification will be displayed on the VCC website.
- 2) The form will be checked for compliance by the VCC. If approved, notification will be sent to the EAC. The EAC will then issue a new VETcert ID card to the VCC and update the website as appropriate.
- 3) If your submission is not adequate, the VCC will contact you with a request for more information.
- 4) The VCC will send you your updated VETcert ID card.