# Policy and Procedure Changes to ABFT

## Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/29/2021</td>
<td>Previous versions of the Policy and Procedure Manual are available upon request.</td>
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<tr>
<td>01/19/2022</td>
<td>Added background checks to be consistent with current practice. Some corrections for typos and format.</td>
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<tr>
<td>11/01/2022</td>
<td>1. The CE submission timeline will be as follows:</td>
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- January 15 – DocuSign submission form emailed to certificants.  
- February 15 – DocuSign 30-day reminder followed by weekly reminders.  
- March 15 – Deadline for CE submission without late fee.  
- March 16-April 30 – CE submissions are assessed a $100 late fee.  
- May 1-June 30 – CE submissions are assessed a $200 late fee.  
- July 1 – Certification is revoked for non-compliance with CE submission.  
- July 1-15 – ABFT Executive Committee review of revocations. Notices of certification revocation sent by email and by formal letter via certified mail restricted delivery with signature.  
- October 31 – Deadline for reinstatement.  
- After October 31 – Certificants who have not submitted CE are required to surrender their certificate to the ABFT. If the individual would like to be certified by the ABFT, they must reapply and successfully pass the written certification examination.  

2. The Teaching category will be removed from the CE submission form.  

3. The maximum points for the Traditional CE category will be increased to 25.  

4. Revised fee schedule effective January 1, 2023:  

- Certification application fee – $300 (all certification levels – includes one examination attempt)  
- Examination sitting fee for second attempt – $150  
- Five-year requalification fee – N/C  
- Five-year requalification late fee – $150  
- Reinstatement fee – $250  
- Annual CE submission fee – $120
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Date Change

11/01/2022 (cont)

- Annual CE submission late fee – $100 for submissions March 16-April 30
- Annual CE submission late fee – $200 for submissions May 1-June30
- Written verification of certification – $50
- Certificate reissue fee – $100

5. Analyst certification changes effective January 1, 2023:

- The analyst application will be the same application as the diplomate/fellow application and applicants will be required to submit a third reference.
- The analyst exam will be increased to 100 questions.
- Analysts will be required to submit a minimum of 5 CE points annually to avoid revocation of certification.

These are the most significant changes. There were also clarifications and expanded wording of current policies and procedures. Please review the updated Policy and Procedure Manual on the ABFT website at www.abft.org and contact Sherri Williamson (swilliamson@abft.org) or Dr. Goldberger (bruce-goldberger@ufl.edu) with any questions.