

National Board *Certificate of Accreditation* Extension Request

This form is to be used to request an extension for NB-369, NB-371 & NB-390

ALL EXTENSION REQUESTS MUST BE SUBMITTED TO THE NATIONAL BOARD PRIOR TO THE CURRENT CERTIFICATE OF ACCREDITATION EXPIRATION DATE.

Extension Being Requested for: NB-369 NB-371 NB-390

Company Name:

Company Physical Address: (as it appears on your CURRENT Certificate)

Certificate Number (if applicable): _____

Original Expiration Date: _____

Customer ID# (if known): _____

ALL EXTENSIONS ARE GRANTED IN 3 MONTH INCREMENTS.

If a further extension is needed, please contact the National Board once your review has been scheduled.

Please provide a brief explanation for this request:

Before an extension may be granted, you must submit this form and the following:

1. Completed application for renewal of the *Certificate of Accreditation* (NB-463).
2. Certificate fee for renewal.
3. Extension fee in the amount of \$120.00 USD (proforma invoice will be emailed upon receipt of the application).

X _____
Signature of Authorized Company Representative Date Phone

Printed Name of Authorized Company Representative Email

** Once this form **and** the above are received, you will receive an email confirmation from accreditation@nationalboard.org. This confirmation email will state whether or not your extension has been granted. **

If you have any questions please contact the Accreditation Department at 614.888.8320

Submit completed form to: accreditation@nationalboard.org or The National Board
1055 Crupper Avenue
Columbus, Ohio 43229-1183

Please Note: An incomplete/improperly completed application may delay the processing of this request. Please be sure your form is complete before submitting.