

# Reciprocity Process

Professionals that hold eligible certifications or licenses are able to transfer their credentials between jurisdictions that use IC&RC products.

Boards may offer reciprocity to certified or licensed professionals in other jurisdictions and have the authority to set reciprocity requirements for entry to their jurisdiction. Not all certifications and licenses are eligible for reciprocity. It is vitally important that certified professionals investigate reciprocity prior to relocating to another jurisdiction, because it can be a very complicated process. It is recommended to reciprocate at least three months prior to a credential's expiration.

## Reciprocity Process

1. Professional contacts the IC&RC Member Board in the jurisdiction to which s/he wants to relocate to learn about the requirements to reciprocate credential.
2. Professional contacts current IC&RC Member Board for Reciprocity Application.
3. Professional completes the application and returns it to current board with the appropriate fee.
4. Current board verifies application and sends it to IC&RC.
5. IC&RC approves the application, notifies the professional, and sends it to board in new location.
6. New board contacts professional when the process is completed.

## Frequently Asked Questions

### **Can I reciprocate my credential to any IC&RC Member Board?**

Your credential is reciprocal only with boards that offer that same credential. For example, if you hold a Prevention Specialist credential from Pennsylvania and you want to reciprocate that credential to Nebraska, you would be unable to do so, because Nebraska, although a Member Board in IC&RC, does not offer the Prevention Specialist credential. Therefore, reciprocity works only if the new jurisdiction to which you are moving offers that credential.

**When should I begin the reciprocity process – before I move into my new jurisdiction or after?**

It is best to start the process prior to moving into a new jurisdiction. There can be delays in processing reciprocity applications, so beginning early provides a better chance that your application will be completed before you begin work in your new jurisdiction. Waiting until after you move could result in a delay in starting new employment.

**Can I maintain my credential in more than one jurisdiction?**

Yes, you are permitted to maintain your credential in your original jurisdiction while holding it in your new jurisdiction, if you choose to do so. Maintaining credentials in more than one jurisdiction will require that you renew/recertify your credential in each jurisdiction.

**If my credential has expired in my current jurisdiction, can I still reciprocate into a new jurisdiction?**

No, your credential must be current and valid in order to reciprocate. If your credential has lapsed, you must successfully recertify prior to applying for reciprocity. In order to avoid credentials expiring during the reciprocity process, credentials must be valid for at least 30 days at the time of application.

**When I reciprocate to a new jurisdiction, will my current expiration date on my credential change?**

No, your new jurisdiction is required to provide you with the same expiration date that appears on your current certificate. In order to avoid credentials expiring during the reciprocity process, credentials must be valid for at least 30 days at the time of application.

**Can I be denied reciprocity into a new jurisdiction?**

IC&RC Member Boards have the right to require additional standards that must be met before accepting a credentialed professional from another jurisdiction. Sometimes these additional standards are minimal and can be met by most without difficulty. In others, additional standards are quite extensive and may take additional time and cost to complete.

It is critical that you check with the credentialing board in the jurisdiction to which you are relocating to determine what, if any, additional standards must be met.

**How long will it take to hear about my reciprocity application after I send it my Member Board?**

Typically, a Member Board will send your reciprocity materials to IC&RC 10 to 14 days after they are received. IC&RC will then approve the reciprocity, and you will be notified via email directly from IC&RC.

If you have not heard from IC&RC within four weeks, contact your current Member Board first to inquire about the status of your reciprocity application. Please allow two to three weeks for your requested board to contact you after you receive notification of approval from IC&RC.

**If I hold a license rather than a certification from my jurisdiction and then reciprocate, will I receive a license from my new jurisdiction?**

Not necessarily. If the new jurisdiction is one that has licensure rather than certification, you would receive a license. If the new jurisdiction is one that has certification rather than licensure, you would receive a certification.

**What is the difference between certification and licensure?**

While these terms are often used interchangeably, there can be differences in actuality.

Certification is a process by which a non-governmental organization grants recognition to individuals who have met predetermined qualifications and have demonstrated a level of knowledge and skill required in a profession specified by that organization. Certification is typically a voluntary process but can be mandatory in some jurisdictions.

Confusion between the terms arises because many jurisdictions call their licensure processes “certification,” particularly when they incorporate the standards and requirements of private certifying bodies in their licensing statutes and require that an individual be certified in order to have jurisdictional authorization to practice.

Neither term is right or wrong, good or bad, nor is one term better than the other. It simply is how and by whom a profession is regulated in a particular jurisdiction.