



## **Disciplinary Policy for Non-Compliance Regarding Continuing Education Credits**

### Purpose:

- To establish Disciplinary Policy for non-compliance regarding Continuing Education Credits requirements as outlined in CMMOTA Bylaws 3.5.1.1.3., 3.5.1.2.3., 3.5.1.7.3., and CMMOTA's *Membership Requirements – Continuing Education Credits Policy*.

### Policy:

1. The Board of Directors grants its authority to Administration to suspend, and if necessary, cancel a Member following the steps outlined below regarding non-compliance regarding the membership requirements outlined in the CMMOTA *Membership Requirements – Continuing Education Credits Policy*.
2. All Members are responsible to complete and submit continuing education credits as outlined in CMMOTA *Membership Requirements – Continuing Education Credits Policy*.
3. If a Member does not complete and submit the required number of Continuing Education Credits required of them by the CMMOTA *Membership Requirements – Continuing Education Credits Policy* by the last day of the continuing education cycle, then the next business day of the Association, their Membership shall be immediately suspended, and the Member shall be notified of the suspension to their last known email address. Administration shall be responsible to fulfill this policy point. If the suspension has not been lifted within 5 business days of the notice of suspension, the member's number is permanently retired. If a suspension is lifted after a member's number has been permanently retired, a new member number will be issued.
4. If a Member has been suspended, they shall have until 11:59 PM Mountain Time January 14 to complete and submit the outstanding number of continuing education credits required for the last continuing education credits cycle.
5. A suspended member shall have their suspension lifted upon recognition of completion of the outstanding continuing education credits by CMMOTA Administration.
6. If a Member still does not complete the outstanding number of continuing education credits required for the last continuing education credits cycle prior to 11:59 PM Mountain Time January 14, then the next business day of the Association, their Membership shall be immediately cancelled, and the Member shall be notified of the cancellation to their last known email address and to their last known physical address. Administration shall be responsible to fulfill this policy point.
7. For a cancelled Member to be eligible for reinstatement into the Association, they must complete and submit any outstanding continuing education credits to the Association in advance of application for reinstatement in accordance with CMMOTA Bylaw 3.7.1..



## Administrative Procedure:

1. If information received regarding a submission for continuing education credits is deemed as being unauthentic or fraudulent in nature, Administration shall refer the matter to the head of the Professional Conduct and Complaints Department for further investigation in accordance with *Verification of Certificates and Documents Submitted by Members or Membership Applicants Policy*.
2. If a Member fails to complete the required continuing education credits as per CMMOTA *Membership Requirements – Continuing Education Credits Policy*, Administration will, effective the next business day of the Association, immediately suspend their Membership, and shall inform all necessary parties of the suspension, including the Member at their last known email address. Administration shall include in the notice to the Member the number of continuing education credits which remain outstanding, and that if the requirement is not completed by 11:59 PM Mountain Time January 14, that the Member shall have their Membership cancelled.
3. If a Member fails to complete and submit the outstanding continuing education credits by 11:59 PM Mountain Time January 14, then the next business day of the Association, Administration will immediately cancel their Membership, and shall inform all necessary parties of the cancellation, including the Member at their last known email address and their last known physical address.
4. Administration shall track any outstanding continuing education credits, attaching the information to the cancelled Members file, so that in the case of requested reinstatement into the Association, Administration will have a record of all outstanding items that need to be provided by the cancelled Member before reinstatement of Membership will be considered in accordance with CMMOTA Bylaw 3.7.1..

## Member Procedure:

1. If a Member chooses not to provide the Association with the required continuing education credits per CMMOTA *Membership Requirements – Continuing Education Credits Policy*, they accept the responsibility of having their Membership suspended and subsequently having their Membership cancelled for non-compliance.

Original Date of Policy Adoption: April 19, 2021

Date of Last Policy Revision: September 12, 2022