



Qualification Approval Renewal Policy

KeyStone Training Institute

Importance of Qualification Approval Renewal

At **KeyStone Training Institute**, staying updated with industry trends and managing evolving risks are vital. To ensure that certification holders remain at the forefront of their field, it is essential for them to engage in continuous professional development. Certification holders are required to renew their certifications annually and demonstrate their commitment by accumulating and reporting Continuing Professional Education (CPE) credit hours throughout the year.

Our dedication to ongoing education ensures the continued integrity and professionalism of our certifications, benefiting certification holders, employers, and stakeholders alike.

Certification Renewal Requirements

- Renewal applications must be submitted before the current certification expires. The renewal process opens annually.
- All educational and financial audit reports must be up-to-date.
- Written confirmations from relevant authorities must be completed and submitted.

Records are maintained manually and updated regularly by the auditing and administrative staff at **KeyStone Training Institute**. We provide support to third parties involved in the renewal process as needed.

All renewal processes adhere to **KeyStone Training Institute's** policies and procedures, ensuring compliance with confidentiality requirements.

Effective Date: August 20, 2024

Next Review: August 20, 2025

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Approved by: Owner

Sign : Mukta Kale