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FCRA Basic Certificate Renewal

Update 10/6/2021

FCRA Basic Certificate is valid for two years. There are two options for FCRA Basic Certificate Renewal – taking the renewal exam or earning credits by attending PBSA educational tracks at conferences and webinars. For FCRA Basic Certificate Renewal, you must submit your Professional Development Credits (PDCs) or take the renewal exam by the end of your two-year certificate period.

Five PDCs are needed to qualify for FCRA Basic Certificate Renewal. PDCs must be submitted to PBSA by the end of the two-year renewal period. Once the renewal application is complete and has been approved, your next two-year certificate period will begin from your existing end date. See below for registration and completion details.

The following PBSA educational sessions and webinars (both live and recorded) qualify for PDCs. Note: Sessions noted MY (Mid-Year Conference) or AC (Annual Conference) are available in live format only. Webinar recordings are only available for one year following the live broadcast date.

Qualifying sessions and webinars:

- 2021 AC – Upgrading Your People Practices to Enhance Compliance
- 2021 AC – Recent Fair Chance Hiring & Ban-the-Box Law Developments
- 2021 AC – A Fresh Perspective on Reasonable Procedures to Maximize Accuracy: Practical Enhancements Acquired from the Litigation Trenches
- 2021 AC – Tenant Screening Basics
- 2021 AC – Tips to Prevent Being Once Bitten, Twice Shy
- 2021 AC – Defending FCRA Willfulness Claims and Request for Punitive Damages
- 2021 AC – Screening Trends in the Gig Economy: How to Keep Up, Stay Compliant, and Drive Change
- 2021 MY – Adapting to Change: How Adverse Media is Becoming the Norm in Mitigating Risk for Your Clients
- 2021 MY – Compliance Priorities for Tenant Screeners to Reduce Regulatory and Litigation Risk
- 2021 MY – General Session
- 2021 MY – General Session – Time to Tango with Two “New” Service Offerings: Continuous Monitoring and Social Media Checks
- 2021 MY – Matching: Beyond the Basics
- 2021 MY – State of the States
- 2021 MY – What’s the Big Deal with Sharing Reports
- 2021 MY – Why You Need a FCRA Compliance Manual and What It Should Include
- January 2021 Back to Basics – FCRA 101
- January 2021 Back to Basics – FCRA 102: Permissible Purpose, Adverse Action and Disputes
- 2020 AC - Five Key Lessons for Defending FCRA Class Action Lawsuits
- 2020 AC - Upstream, Downstream, You Scream, I Scream: Compliance Considerations When Buying and Selling Data
- 2020 AC - Tenant Screening Best Practices: Navigating the Evolving “Fair Chance” Landscape
- 2020 AC - FCRA Basics for Screeners - Distance Learning Style
- 2020 AC - Brain Twisters in Employment Screening

- 2020 AC - COVID-19, Remote Employees and the Evolving Cyber Threat Landscape
- 2020 AC - Yes, It's Probably Time to Reconsider Your Report Language and Structure!
- June 2020 - Background Screening Regulatory Developments: 2020 and Beyond (*access to the recording expires June 23, 2021*)
- May 2020 – Tell Me Something Good (For Goodness Sake)
- April 2020 – The 7 Most Important Background Screening Lawsuits In 2019 And the Fresh Insights to Be Gained
- February 2020 - Psst... Your Adverse Action Process Is Springing A Leak (*access to the recording expires February 25, 2021*)

*Session offered as live conference session and webinar. Only one format choice (webinar or live) may be used towards the qualifying session for PDC Credit.

See next page for instructions for renewal using PDC Credits.

[Instructions to Renew Using PDC Credits](#)

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Advancing Excellence in the Screening Profession

Individuals must independently track the name and date attended of the five qualifying webinars and sessions from the list above. Prior to the date a certificate expires and to receive credit for attended PDC sessions for Basic Certificate Renewal, individuals must purchase the PDC course, [HERE](#). PBSA will then send a form to formally list five attended qualifying sessions from the above list for PDC credit. This form must be returned to PBSA on or before a certificate expires. Participation in each session will be verified once the form is received by PBSA. Note that PBSA must receive the Basic Certificate Renewal via PDC purchase and completed attendance form, on or before the date a certificate expires to ensure no lapse in certificate status.

SAMPLE			
FCRA Basic Certificate Renewal Professional Development Credit (PDC) TRACKING SHEET			
First/Last Name:			
Email Address:			
<u>PDC*</u> Qualifying Session	<u>DATE</u> Session was Attended	<u>FORMAT ATTENDED</u> Live Webinar (W) Recording (R) Conference (C)	<u>DATE AND TITLE OF ORIGINAL SESSION</u> (Include information as it appears on Qualifying Session List)
Example	1/2/2018	R	July 2017 – Believe It or Not, The FCRA Actually Requires This!
1			
2			
3			
4			
5			