

# Renewal Application



**INSTRUCTIONS** – Detailed renewal program information and instructions on how to successfully submit the IRC renewal application can be found at [www.niri.org/certification/irc-renewal-program](http://www.niri.org/certification/irc-renewal-program).

Prefix    Last Name                      First Name                      Middle Name                      Suffix (Jr, Sr, III, etc.)

## PART 1 – DEMOGRAPHICS

### I. CONTACT INFORMATION

Select preferred address    Home    Work

It is important to keep accurate contact information on file to ensure receiving important IRC credential updates. To update your mailing address and contact information visit [www.niri.org](http://www.niri.org).

### II. OPTIONAL INFORMATION

Is your employer paying for your certification renewal?    Yes    No    N/A

Is certification required for your position?    Yes    No    N/A

## PART 2 – PROFESSIONAL DEVELOPMENT ACTIVITIES

### CATEGORY I: Professional engagement activities

**A.** Membership; **B.** Service as speaker, presenter, instructor, or panelist; **C.** Authorship of original research or book; **D.** Authorship of articles, blogs, and other texts; **E.** Co-authored materials.

Type	Domain of IR Competency Framework	Description <i>Enter activities in corresponding boxes, include title, date, sponsor, publication, duration, etc.</i>	PDU's
A 1 PDU/year			
B 1 PDU/event			
C 4 PDU's/publication			
D 2 PDU's/publication			
E 2 PDU's/publication			
Floating PDU's			

CATEGORY I. SUBTOTAL POINTS (A minimum of 6 PDU's is required)

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## CATEGORY II: Education, skills development, and self-study

**A.** Academics; **B.** Ethics; **C.** Annual conferences, symposia, seminars; **D.** Webinars, professional meetings, presentations, and educational sessions; **E.** Workshops and hands-on training sessions; **F.** Self-study and self-paced learning.

Type	Domain of IR Competency Framework	Description <i>Enter activities in corresponding boxes, include title, date, sponsor, publication, duration, etc.</i>	PDU's
A 1 PDU/credit hour			
B 1 PDU/session			
C 4 PDU's/day			
D 1 PDU/session			
E 3 PDU's/day			
F 1 PDU/program			
Floating PDU's			

CATEGORY II. SUBTOTAL POINTS (A minimum of 15 PDU's is required)

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## CATEGORY III: Enhancing and contributing to the investor relations profession

**A.** Mentoring/Coaching; **B.** Volunteering at NIRI National; **C.** Volunteering at NIRI chapters and other professional IR associations (national or international); **D.** Volunteering on project or hourly basis; **E.** Item writing for IRC examination; **F.** Other work done to enhance the investor relation profession.

Type	Domain of IR Competency Framework	Description <i>Enter activities in corresponding boxes, include name of organization, position(s) held, duration, date of service, etc.</i>	PDU's
A 1 PDU/4 hours			
B 3 PDU's/year			
C 2 PDU's/year			
D 1 PDU/assignment			
E 1 PDU/5 items			
F PDU/TBD			
Floating PDU's			
CATEGORY III. SUBTOTAL POINTS (A minimum of 6 PDU's is required)			

### PDU's SUMMARY

Category I = Minimum 6 PDU's

Category II = Minimum 15 PDU's

Category III = Minimum 6 PDU's

Floating PDU's

Total required to maintain certification = 30 PDU's

By checking this box, I certify that the information presented in this application and supporting documents are true and that I consent to all the stipulations associated with submitting this application for consideration.

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## PART 3 – COMPLIANCE STATEMENT

- I hereby apply to renew my IRC certification by the NIRI Certification Council and confirm that I have read and fully comply with the IRC renewal program policies and requirements.
- I understand that my certification renewal depends on my successfully completing and meeting the specified program requirements as established by the Certification Council.
- I understand and agree that my professional development units (PDU's) and activities claimed in the IRC renewal application are subject to audit and that I am required to provide documentation necessary to validate the PDU's claimed as part of the audit process.
- If my certification is successfully renewed, I authorize NIRI to include my name in the IRC Certification Directory and agree to use the IRC designation and related tradenames, trademarks, and logos only as permitted by NIRI's policy.
- I understand and agree that the successful renewal of my certification does not constitute a warranty or guarantee of my competence as an IR practitioner.
- I further understand that I am obligated to notify NIRI and certification staff of any circumstances that may materially affect my certification renewal.
- If my certification is not renewed, I understand that my name will be removed from the IRC Certification Directory and that updated certification status information may be given by NIRI certification staff to authorities or other third parties when requested.
- I attest that I have no felony convictions related to the practice of IR or have disclosed any felony convictions to the Certification Council.
- I authorize NIRI staff and the Certification Council and committees to make inquiries and investigations that they, in their sole discretion, deem necessary to verify my credentials, education, preparation, practice, and professional standing, and any other information included in, submitted with, or necessary for review of this application.
- I expressly acknowledge and agree that information accumulated by NIRI through the certification renewal process may be used for statistical, research, and evaluation purposes. Otherwise, all information will be kept confidential and shall not be used for any other purposes without my permission.
- I hereby certify that the information provided on and with this application is true, complete, and correct, and the PDU's I have claimed in this application qualify for credit by meeting the renewal requirements set forth by the Certification Council.
- I acknowledge that any misstatement of material fact submitted on, with, or in furtherance of this application for recertification shall be sufficient cause for the Certification Council to take any appropriate disciplinary actions against me.
- I understand and by signature attest that I will now and in the future adhere to the [IRC Code of Conduct](#).
- I understand and acknowledge that the Certification Council has the right to revise or update this renewal application form and renewal requirements, policies, or procedures related to the IRC certification program and that it is my responsibility to be aware of the current requirements and changes.
- I release from all liabilities the NIRI, Certification Council, committees, and agents.

## PART 4 – PAYMENT

### I. RENEWAL FEES

(All fees must accompany the renewal application)

NIRI members – \$300

NIRI non-members – \$450

Reactivation fee – \$250

Retired status fee – \$125

### II. PAYMENT INFORMATION

Check enclosed in U.S. dollars payable to NIRI

MasterCard

VISA

AMEX

\_\_\_\_\_  
Cardholder full name

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date

\_\_\_\_\_  
Zip code of billing address

\_\_\_\_\_  
As an authorized user, I approve this charge

\_\_\_\_\_  
REQUIRED E-SIGNATURE

\_\_\_\_\_  
DATE OF APPLICATION

Or remit payment along with application to: NIRI – Investor Relations Charter  
225 Reinekers Lane, Suite 560, Alexandria, VA 22314

### FOR OFFICE USE ONLY

Program Code: \_\_\_\_\_ Delivery Method: Electronic Mail Application Status:  
Completed and signed application Approved  
Applicable fees Rejected  
Attached Proofs Resubmission

Assigned Date: \_\_\_\_\_ Review Date: \_\_\_\_\_ Reviewer Initials: \_\_\_\_\_

Comments: