



MAINTAINING YOUR RHFAC PROFESSIONAL DESIGNATION

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This guide was developed for individuals seeking a Rick Hansen Foundation Accessibility Certification™ Professional designation.

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Maintaining the RHFAC Professional Designation

To uphold the RHFAC Professional designation, you must:

- Maintain an Accessibility Professional Network (APN) membership;
- Obtain a minimum of 8 Continuing Education Units (CEUs) between April 1 and March 31 of each year (waived for the first cycle);
- Adhere to the RHFAC Professional Code of Ethics and Branding Guidelines; and
- Complete mandatory training and knowledge tests (e.g., new RHFAC Rating Survey versions)

For details on obtaining the RHFAC Professional designation, see the [Guide to Achieving Your Designation](#).

Annual APN Membership

The Accessibility Professional Network (APN) is a membership network created to bring together individuals interested in creating a world that is accessible for all, including RHFAC Professionals, accessibility consultants, experts in the built environment, and students passionate about access.

RHFAC Professionals must have an active "RHFAC Professional" APN membership type in order to maintain their designation and have their profile listed publicly on the [RHFAC Professional Directory](#).

The membership cycle runs from April 1 to March 31 and is not pro-rated. For membership rates and more information, please visit the [APN homepage](#).

Continuing Education Requirements

Our Continuing Education program is designed so Professionals can grow and enhance their skills to keep up and stand out – all while maintaining their designation status.

- RHFAC Professionals must complete 8 Continuing Education Units (CEUs) between April 1 and March 31 of each year to maintain their designation.
- The CEU requirement comes into effect on April 1 of each year. The requirement is waived for new RHFAC Professionals in their first year. Individuals must still complete any mandatory training required in their first membership cycle, i.e., new releases of the rating system.
- CEUs are updated periodically on APN profiles under 'Badges'. RHFAC Professionals are not required to submit a record of continuing education activity.

CEUs can be obtained by:

- Attending the APN Conference – online or in person: CEU value = 8
- Participating on an RHFAC committee: CEU value = 6
- Presenting at an APN webinar or seminar: CEU value = 4
- Attending a live APN webinar: CEU value = 2
- Viewing a webinar or video recording in the APN Resource Library*: CEU value = 1

***NOTE:** Professionals will not receive CEUs for viewing a webinar recording if they attended that webinar live. Additionally, CEUs can only be earned once for each resource accessed on the APN Resource Library.

Mandatory Training

RHFAC is committed to being a leader in accessibility to remove barriers and ensure people with disabilities are living to their full potential. To achieve this, the RHFAC Rating Survey and Professional Handbook are reviewed and updated every three to five years to ensure the program remains at the forefront of innovation.

When a new version of the RHFAC Rating Survey is released, RHFAC Professionals must complete mandatory training and pass any required knowledge test before using the latest version. RHFAC will provide training resources and circulate the knowledge test when new versions are released.

Code of Ethics and Branding Guidelines

This Code of Ethics outlines guiding principles that individuals who have been awarded the RHFAC Professional designation must adhere to. This Code is intended to empower RHFAC Professionals by providing guidance for their actions on how to manage conflicts of interest, safety and decision-making, among other areas.

- **Competence:** A designated RHFAC Professional shall recognize their limitations and only undertake work they are competent to carry out based on their training, skills, knowledge and experience.
- **Conduct:** A designated RHFAC Professional shall act with honesty and integrity, conduct themselves in a responsible manner, and provide a professional level of service to their clients and employers.
- **Confidentiality:** A designated RHFAC Professional shall not disclose confidential information obtained during the course of their work unless disclosure is permitted by the client or required for adjudication or approval of the RHFAC Rating.
- **Conflict of Interest:** A designated RHFAC Professional shall not place themselves in a conflict of interest with their client or employer and must promptly disclose to the client, employer or RHF any situation where a business or personal interest might be construed as affecting the RHFAC Professional's objectivity or independence.
- **Continuing Education:** A designated RHFAC Professional shall maintain and upgrade the knowledge and skills necessary to carry out RHFAC Ratings.
- **Good Standing:** A designated RHFAC Professional shall meet all mandatory requirements to maintain an Active status for their designation. If their designation's status is Lapsed or Expired, they are considered inactive and shall no longer refer to themselves as an RHFAC Professional until their designation is reactivated.

- **Integrity:** A designated RHFAC Professional shall act in good faith, uphold the integrity and reputation of the profession, the RHFAC Program, and RHF. This includes conveying complete and accurate facts about RHFAC, and not knowingly providing false or misleading information.
- **Professional Liability:** A designated RHFAC Professional shall assume any and all personal liability associated with their work or conduct. RHF shall not assume any responsibility or liability, of any kind, whatsoever, for a designated RHFAC Professional's work or conduct. RHFAC Professionals must obtain professional liability insurance.
- **Professional Relationships:** A designated RHFAC Professional shall act towards colleagues in the spirit of mutual cooperation, as well as assist and encourage beginners in the profession. RHFAC Professionals shall also support and further the RHFAC program.
- **Promotion:** A designated RHFAC Professional shall represent themselves using the term "RHFAC Professional" only as per the RHFAC Professional Brand Guidelines, which can be found in the APN Resource Library.

Failure to adhere to this Code of Ethics may result in temporary or permanent removal of the RHFAC Professional designation, the right to use or refer to having earned the RHFAC Professional designation, and access to the RHFAC Registry. If a designation is removed due to disciplinary action, reinstatement is at the discretion of RHFAC after the term of removal has passed.

Designation Status

Effective April 1, 2024, an RHFAC Professional designation may have one of three statuses:

1. Active Status

Upon earning an RHFAC Professional designation and becoming an APN member, an RHFAC Professional designation becomes “Active”.

Mandatory requirements to maintain an Active RHFAC Professional Designation are:

- Maintain an Accessibility Professional Network (APN) membership;
- Obtain a minimum of 8 Continuing Education Units (CEUs) between April 1 and March 31 of each year (*waived for the first cycle*);
- Adhere to the RHFAC Professional Code of Ethics and Branding Guidelines; and
- Complete mandatory training and knowledge tests (e.g., new RHFAC Rating Survey versions)

2. Lapsed Status

If the mandatory requirements for an Active RHFAC Professional designation status are not met by March 31 of each year, an RHFAC Professional designation becomes “Lapsed”. During this period, RHFAC Professionals:

- Cannot use the RHFAC Professional title or the designation.
- Will be removed from the RHFAC Registry and Professional Directory.
- Have up to two years to reactivate their status; otherwise, it becomes “Expired”.

To reactivate a Lapsed RHFAC Professional designation:

- Be an APN member.
- Complete mandatory training and knowledge tests (e.g., new RHFAC Rating Survey versions).

3. Expired Status

If an RHFAC Professional designation is not reactivated within the lapsed period of two years, the designation becomes “Expired.” They are no longer considered an RHFAC Professional.

For reinstating an Expired RHFAC Professional designation:

- Retake and pass the RHFAC Professional Exam. (It is recommended to retake the RHFAC Professional course before taking the Exam.)
- Reapply for the RHFAC Professional designation.
- Be an APN member.
- Complete mandatory training and knowledge tests.

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