**GUIDELINES FOR SUSPENDING, WITHDRAWING OR REDUCING THE SCOPE OF CERTIFICATION**

Misrepresentation and/or noncompliance with eligibility criteria, the rules and guidelines of certification, and/or misuse of any ASHRAE certification constitutes serious ethical issues that require investigation and possible disciplinary action.

Cause for denial, suspension, or revocation of certification includes but is not limited to:

* Falsification of information on the application for certification or recertification;
* Misrepresentation of professional development hours required for recertification;
* Falsification of any material information requested by ASHRAE Certification;
* Misrepresentation of certification status;
* Suspected individual pre-knowledge of test content, impersonation, cheating on the examination, or other evidence of possible examination compromise.

In any investigation of alleged misconduct, misrepresentation, and/or noncompliance, an objective review process is conducted in which evidence substantiating the allegations is collected to provide due process and to protect the rights of candidates/certified professionals.

The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certified professional.

Upon completion of the review process, disciplinary action, for valid cause, may be taken against certified professionals, individuals seeking ASHRAE certification, or individuals misrepresenting their certification status. The disciplinary process is delineated in Appeal of Certification or Recertification Denial.

Approved 12/18/13