

## National Board Certificate of Accreditation Extension Request

This form is to be used to request an extension for NB-369, NB-371 & NB-390

**ALL EXTENSION REQUESTS MUST BE SUBMITTED TO THE NATIONAL BOARD PRIOR TO THE CURRENT CERTIFICATE OF ACCREDITATION EXPIRATION DATE.**

Extension being requested for:     NB-369     NB-371     NB-390

Company Name: \_\_\_\_\_  
 \_\_\_\_\_

Company Physical Address (as it appears on your Certificate): \_\_\_\_\_  
 \_\_\_\_\_  
 Certificate Number (if applicable): \_\_\_\_\_  
 Certificate Expiration Date: \_\_\_\_\_  
 Customer ID# (if known): \_\_\_\_\_

Requested length of extension (in months): \_\_\_\_\_ (The National Board may grant an extension up to three (3) months)

Brief explanation for this request:

\_\_\_\_\_

**X** \_\_\_\_\_  
 Signature of Authorized Company Representative      Date      Phone

\_\_\_\_\_

Printed Name of Authorized Company Representative      Email

**Before an extension will be granted, the following must also be received by the National Board:**

- 1. Completed Application for Renewal of the Certificate of Accreditation (NB-463)**
- 2. Certificate fee for renewal**
- 3. Extension fee in the amount of \$120.00 USD**

Payment can be made by Credit Card, Check or Wire Transfer. For security reasons, **we DO NOT accept credit card payments via email.** If you prefer this method of payment, please call the National Board *Accounting Department* at 614.888.8320 ext. 217 or fax your credit card information, along with this form, to 614.985.4615.)

**IMPORTANT:** Once this form and the above are received, you will receive an email confirmation from [accreditation@nationalboard.org](mailto:accreditation@nationalboard.org). This confirmation email will state whether or not your extension has been granted.

<b>NATIONAL BOARD USE</b>	Company ID#
	Amount Paid
	Date
	Check No/Type of Payment

This form may be submitted by Email: [accreditation@nationalboard.org](mailto:accreditation@nationalboard.org), fax: 614-847.1828 or mail: The National Board, Attn: Accreditation Department, 1055 Crupper Avenue, Columbus, OH 43229