



NYCB Renewal Process

1. Application

A completed renewal application must be submitted to NYCB **at least 45 days** prior to the expiration date of your credential. Upon receipt by NYCB, your application will be reviewed to ensure that all renewal requirements have been satisfied. **APPLICATIONS ARE REVIEWED IN THE ORDER THEY ARE RECEIVED, AND WITHIN 30 DAYS OF RECEIPT.** Based on the findings of the review, your application will be determined to be either incomplete or approved.

2. Incomplete Applications

If your application is determined to be incomplete, you will be e-mailed regarding the issues that need to be completed. **Identified deficiencies must be satisfactorily addressed prior to the expiration date of your credential or your credential will expire and you will be subject to a late fee.**

3. Approved Applications

When your application is approved, you will be issued a new Certificate, which will expire on the last day of the three year renewal period.

4. Late Renewal

If less than one year has elapsed since the expiration date of your credential, you may reapply through the late renewal process. Late renewal will result in the assessment of late fees (\$25 for each six month period, or any part, beyond the expiration date, up to a maximum of \$50, plus the \$100 application fee).

5. Reinstatement

If more than one year has elapsed since the expiration date of your credential, you may apply for Reinstatement. A \$100 Reinstatement Fee is charged for each one year period or part thereof, not to exceed \$200 plus the Application Processing Fee. Please contact NYCB to request a Reinstatement Application and information on the Reinstatement Process.