



Renewal of the Certified Grant Writer® Credential

Renewal Policy:

The Certified Grant Writer® Credential may be renewed by earning 30 CGW Renewal Credits during the period of validity or within the one-year grace period after the expiration of the credential. The grace period may not be extended beyond one year.

CGW Renewal Credits are awarded by American Grant Writers Association. There are maximum credits that can be earned in each category of activities. The first renewal credential will be issued for a 5 year period of validity. The second renewal credential will be permanent, valid for the lifetime of the member.

The term “Certified Grant Writer®” may be used by the person who earned the Certified Grant Writer® professional credential only during the period of validity on the certificate. After the expiration date printed on the certificate, the term “Certified Grant Writer®” or the initials CGW may no longer be used. This also means that during the one-year grace period for renewal, the term “Certified Grant Writer®” or the initials CGW may not be used.

Renewal Procedure:

Option One:

1. Earn 30 CGW Renewal Credits during the 5-year validity period, or within the one-year grace period that immediately follows the date of expiration printed on the professional credential.
2. To initiate the CGW renewal process, **the member should submit a letter** to AGWA’s Professional Development Committee listing his/her Renewal Credit activities since the credential was issued. The letter will be accepted from 6 months prior to the expiration date of the credential until 12 months after the expiration date of the credential. Requests for renewal will not be accepted when submitted later than 12 months after the date of validity of the current credential. Membership in AGWA must be active to renew the CGW credential.
3. Pay the Renewal Fee. The Renewal Fee for the CGW Credential is \$750.00, however, \$125.00 will be waived for every year he/she has been a member in AGWA since the CGW Credential was earned or renewed. Payment may be made online, or you may send a check with your letter listing CGW Renewal Credit activities.

Option Two:

1. A second option is available. Members may take the CGW exam again. After the one year grace period has expired, the only available option is to take and pass the Certified Grant Writer® Exam.

Professional Development Activities to earn CGW Renewal Credits:

Note that all activities must be completed during the valid period of the credential or the one-year grace period. Also note that CGW Renewal credits for articles are awarded when the article is published, not on the date the article is submitted to AGWA.

- **Attending an AGWA Grant Conference** or Pre-Conference. Renewal Credits will be issued only for sessions attended. Renewal Credits are calculated using the formula: 60 minutes of attendance equals 1 Renewal Credit. Note that break time does not earn Renewal Credits. May be repeated for a total of 30 Renewal Credits. The next AGWA Grant Conference is planned for Summer 2019.
- **Presenting** a Grant Researching, Proposal Writing, or Grant Management Workshop to any organization. 5 Renewal Credits per presentation. May be repeated for a total of 10 Renewal Credits. Documentation should be provided at the time of renewal (Promotional Literature or Agenda listing the Title of Activity, Presenter Name, Organization, Date, Location, and Time.) This documentation must be prepared by the Organization to which the CGW is presenting.
- **Authoring an article** that is published in AGWA's Member e-Newsletter. 2 credits per article. May be repeated for a total of 10 Renewal Credits. (Independent Contractors who are paid for writing articles do not earn renewal credits.) Article topics must be pre-approved by the Newsletter Editor and articles must comply with AGWA Best Practices. Note that credential must be valid at time of article publication to earn renewal credits.
- **Volunteer State Chairperson.** 1 credit per quarterly e-mail blast article that is distributed. Articles must comply the Best Practices for State Email Articles. May be repeated for a total of 10 renewal credits. Note that credential must be valid to serve as chairperson.
- **Present a Session** at an AGWA Grant Conference. Presenters earn 5 Renewal Credits for each session presented. Presenters must be a registered conference attendee. May be repeated for a total of 10 Renewal Credits. The next AGWA Grant Conference is planned for Summer 2019. Note that credential must be valid at time of presentation.
- Serve as a **Panelist at an AGWA Grant Conference** Session. Panelists earn 2 Renewal Credits per session. Must be a registered conference attendee and must have valid credentials at time of conference. May be repeated for a total of 6 Renewal Credits.
- **Certificate of Completion for AGWA's online courses**
 - Starting the Grant Consulting Business – 5 Renewal Credits
 - Grant Management – 5 Renewal Credits
- **Discontinued Activities.** The following activities are no longer available, but CGW credits previously earned will apply toward the next renewal:
 - Mentor for AGWA's Mentor-Protégé Program. 5 Renewal Credits for mentoring 2 protégé for a 6-month period. May be repeated for a total of 15 Renewal Credits.
 - Articles for Monthly Tips
 - Webinar participation
 - Volunteer Chapter Director