



Your Partner in PUBLIC SAFETY

# ONE TIME EXEMPTION FORM

(DATE) \_\_\_\_\_ Reinstatement of \_\_\_\_\_ Certification.

IMSA  
597 Haverty Court, Suite 100  
Rockledge, FL 32955

Dear IMSA International,

I, \_\_\_\_\_ have not completed certification renewal because  
(Employee's Name)

\_\_\_\_\_  
(Reason certification(s) has expired longer than a year)

This letter is to confirm that \_\_\_\_\_ is employed by  
(Employee's Name)

\_\_\_\_\_ since \_\_\_\_\_ as \_\_\_\_\_  
(Employer) (Employment start date) (Position)

Below describes job duties the above stated employee is responsible for that would directly relate to the certification(s) requiring renewal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should you have any questions, please contact the undersigned.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Job title)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

\*This form is to be completed by the expired certification holder. If a certification holder has expired **more than a year** this form is to be submitted with the required training and renewal fee. Reinstating an expired certification (s) by this method can only be used **ONCE** per individual.