**Section 745.124 Duty to Provide Supplemental Information**

a) Any person who holds prior conduct certification shall provide on an annual basis a supplemental information report to the Agency which identifies change in any of the information required by Section 745.122. A person who holds prior conduct certification shall additionally, upon Agency request, provide a supplemental information report which identifies change in any of the information required by Section 745.122 prior to the first anniversary of the submission of the previous report, so long as the person has not been required to submit more than three such reports during the previous one year period.

1) The Agency can request supplemental information only if it has a sufficient reason.

2) The Agency shall state the reason at the time it requests supplemental information.

3) "Sufficient reason" includes information in the possession of the Agency which indicates that some of the information required in Section 745.122 has changed.

b) The Agency shall provide notice to any individual certified pursuant to this Part who has failed to comply with the provisions of subsection (a). Such notice shall be mailed no less than 45 days after the due date of the annual report, or no less than 45 days after the request for supplemental information has been mailed.

c) If a person certified pursuant to this Part fails to comply with the provisions of subsection (a) within 45 days after receipt of the notice of subsection (b), the Agency shall notify the person that prior conduct certification is cancelled effective upon receipt of the notice.

d) Any person whose prior conduct certification has been cancelled pursuant to subsection (c) may reapply for certification at any time upon filing of an application pursuant to this Part.

e) The Agency notices and requests of this Section shall be in writing and mailed to the person by registered or certified mail, return receipt requested.