



Continuing Education Credit (CEC) Program

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RECORD OF REVISIONS

| VERSION | DATE | DESCRIPTION OF REVISION |
|--------------------------|-------------|---|
| V-1 (Board Review Draft) | 1/31/14 | Final draft, reviewed and approved by the CEC Review Panel, issued to BICSI Board of Directors for final approval |
| V-2 | 5/9/14 | Draft was reviewed and revised (minor changes) by BOD's review panel in preparation for pending BODs June conf. call. |
| V-3 | 6/18/2014 | Approved by BoD on 6/18/2014 with minor edits. |
| V-3.1 | 8/1/2014 | Updated appendices with current versions of forms, formatting, issued by staff. |
| V-3.2 | 11/12/2014 | Added one and two day conference registration categories to BICSI Events; 6F. |
| V-3.3 | 01/30/2015 | Changed ESS CECs from 36 to 18 and from 4/8 for one/two day conference to 2/4. – R.Thomas |
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TABLE OF CONTENTS

| | |
|---|----|
| GENERAL | 4 |
| 1. PURPOSE:..... | 4 |
| 2. DEFINITIONS: | 4 |
| 3. GENERAL POLICY PARAMETERS FOR AWARDING CECs: | 7 |
| 4. CORE / NON-CORE CONTINUING EDUCATION CREDITS (CECs): | 9 |
| 5. QUALITY ASSURANCE:..... | 10 |
| BICSI EVENTS | 13 |
| 6. BICSI NORTH AMERICAN CONFERENCES:..... | 13 |
| 7. BICSI GLOBAL CONFERENCES:..... | 16 |
| 8. BICSI TECHNICAL EDUCATION SUMMITS: | 19 |
| 9. BICSI REGION MEETINGS:..... | 20 |
| 10. OTHER BICSI EVENTS (BREAKFAST/PUB CLUB, LUNCH & LEARN, ETC.): | 22 |
| 11. BICSI INSTRUCTOR LED TRAINING (ILT):..... | 23 |
| 12. BICSI WEB BASED TRAINING (WBT) / DISTANCE EDUCATION | 24 |
| NON-BICSI EVENTS | 25 |
| 13. NON-BICSI CONFERENCES:..... | 25 |
| 14. NON-BICSI TECHNICAL MEETINGS: | 26 |
| 15. COLLEGE / UNIVERSITY CURRICULA: | 26 |
| 16. NON-BICSI INSTRUCTOR LED TRAINING (ILT):..... | 27 |
| 17. NON-BICSI WEB BASED TRAINING (WBT) / DISTANCE EDUCATION:..... | 28 |
| APPENDICES (Visit the BICSI website for the most current version of forms) | 31 |
| A. BICSI SPONSORED GLOBAL EVENTS APPLICATION FORM..... | 31 |
| B. CORPORATE AND INDUSTRY CEC APPLICATION FORM | 33 |
| C. INDIVIDUAL CEC APPLICATION FORM | 38 |
| D. TECHNICAL COMMITTEE CEC APPLICATION FORM | 41 |

GENERAL

1. PURPOSE:

The CEC program is designed and implemented to standardize CEC policies globally within the association. The purpose of these policies is to facilitate consistent application, assignment and award of BICSI ICT CECs and enable BICSI credential holders to maximize their training resources in expanding their knowledge base while maintaining their current credentials in an efficient manner.

2. DEFINITIONS:

Continuing Education Credit (CEC) - Most professional organizations require continuing education for individuals to maintain a certification, license, or registration. These requirements are intended to encourage professionals to expand their knowledge base and stay up-to-date on new developments in their field or industry. Although individual professions may have different standards, the most widely accepted standard, developed by the International Association for Continuing Education & Training (IACET), is that ten contact hours equals one Continuing Education Unit (CEU). Not all professional organizations use the CEU convention, including BICSI. Instead, BICSI uses the Continuing Education Credit (CEC) method. In contrast to the CEU, the BICSI CEC represents one contact hour.

Contact Hour – A full sixty (60) minute period in which an individual experiences interaction with an instructor, presenter or learning resources that have been prepared to promote and monitor learning activities. Contact implies a collaborative connection between the individual and an information source that will monitor the individual's progress and/or provide some form of feedback to the individual as required or requested. A contact hour does not include learning activities in which individuals are engaged in unplanned, unsupervised or non-sponsored learning. Break or lunch periods as well as quizzes and examinations are not included when calculating contact hours. Questions and answers throughout a contact hour are expected and acceptable. However, no more than ten (10) minutes of a contact hour may be set aside or dedicated solely for the purpose of providing a question and answer period.

Notwithstanding the above, a moderated round-table panel discussion consisting entirely of a question and answer format shall be considered a contact hour if all other requirements are met.

Continuing Education - Activities undertaken by an individual for professional learning in order to keep current, master new skills, plan for the future and meet professional responsibilities. These activities include learning through the following modes:

- Individual Learning -
 - Online Courses

- Interactive Software
- Group Learning -
 - Conferences and workshops
 - Instructor led courses
 - Web Based Training (WBT) / Distance Education

Continuing Education Credit Provider - An individual, company, organization, group or association that offers educational activities or programs that qualify for BICSI CECs (see “Qualified Activity” in Definitions). Authorized CECs are valid for two (2) years from the date of confirmation. If the course curriculum changes or the course/event is no longer offered, an organization must notify BICSI immediately.

Distance Education - A method of instruction where there is a separation of place and/or time between the instructor and learner, between fellow learners, and/or the learners and the learning resources. These programs may use a multiple set of delivery methods, both alone and in combination.

Full Day – A qualified activity or event with a minimum duration of eight (8) contiguous clock hours including comfort and lunch breaks, quizzes and/or examinations.

Information and Communications Technology (ICT) - Generic in nature and designed to support a multi-product, multi-vendor environment, (ICT) includes the pathways, spaces and infrastructure, consisting of cabling and/or wireless systems, that support data transfer and data signaling between, and the interconnection of, communication, data processing, data display or information gathering devices of various systems. These systems can include audio-visual, telecommunications, safety and security, computer networking and building automation operating simultaneously via a single, common network.

Instructor Led Training (ILT) – The practice of training and learning between an instructor or facilitator and learners in real-time and face-to-face, as individuals or in groups. ILT allows for real-time feedback, questions and answers, manipulation and changeable delivery to suit the needs of the learners in a real-time environment.

Interactive Learning – A learning activity that facilitates collaborative interaction between the student or learner and the instructor, learning resources or other students. Examples of interactive learning would include Instructor Led Training (ILT), Web Based Training (WBT), interactive software and distance education. Taped webinars, books and DVDs are not considered interactive because the student or learner cannot communicate or interact with the learning resources.

Learning Activity – An activity that encourages the acquisition of knowledge or skill through instruction or study.

Qualified Activity – Any activity submitted to and evaluated by BICSI staff and deemed to have met the criteria necessary to be eligible for BICSI CECs. A Qualified

Activity may be an individual activity or it may be part of a larger event (see Qualified Event and Unqualified Event).

Qualified Event – Any event, typically consisting of a number of activities, submitted to and evaluated by BICSI staff and deemed to have met the criteria necessary to be eligible for BICSI CECs (e.g., BICSI North American Conferences). In such instances the entire event is assigned a number of CECs in accordance with the BICSI CEC policy as set forth herein. Some activities included in a Qualified Event may be Unqualified Activities and thus not considered when determining CEC value for the event. Qualified Events may also include additional Qualified Activities which are conducted concurrently, or in association with the Qualified Event. The CECs assigned to such activities are considered in addition to those assigned to the Qualified Event and may only be earned through participation in that activity.

Quality Assurance (QA) - The adoption of a system of activities, including standards and criteria, to assure that the delivery of Continuing Education Credits to BICSI credential holders is consistent and satisfies its stated purpose.

Registration Period – Once activated, all BICSI credentials remain in effect for a period of 36 months. This period is known as the Registration Period. The “current registration period” refers to the 36 month period currently in progress for an active credential.

Technical Content – Presentation or educational course material of or relating directly to the design and/or installation of ICT systems. The material must be generic in nature and not representing or advertising one particular manufacturer or sales product. This material can acknowledge a manufacturer, distributor, etc., but may not be representative of a pure product sales effort.

Unqualified Activity – Any activity deemed by BICSI staff to have failed to meet the criteria necessary to be eligible for BICSI CECs. An Unqualified Activity may be an individual activity or it may be part of a larger event (see Qualified Event and Unqualified Event).

Unqualified Event – An event, typically consisting of a number of activities, deemed by BICSI staff to have failed to meet the criteria necessary to be eligible for BICSI CECs. In such instances the event, as a whole, will not be assigned BICSI CECs. Unqualified events may include some activities eligible to be considered as Qualified Activities; however such activities must be submitted for evaluation to BICSI individually by the individual or organization responsible for them.

Web Based Training (WBT) – A computer and network-enabled transfer of knowledge or skills including all forms of electronically supported learning and instruction. Information and communications systems, whether networked or not, serve as specific media to implement the learning process.

3. GENERAL POLICY PARAMETERS FOR AWARDING CECs:

- A. The basis of the BICSI CEC is represented as 60 minutes of approved content equaling one (1) earned CEC (see “Contact Hour” in definitions).
- B. The CEC is recognized as a measurement for continuing education of a professional, and the organizations that place value on our credentials rely heavily upon the qualitative characteristics of the BICSI CEC. The more difficult it becomes to provide an accurate measurement of the qualitative and/or quantitative nature of a BICSI CEC, the less value the CEC will have to the industry.
- C. The focus or content of a qualified activity or event must be technical in nature (see “Technical Content” in definitions above), must directly relate to the Information and Communications Technology (ICT) industry and specifically relate to the technical nature of one or more of the BICSI credentials. Exceptions are limited to safety or project management related activities or events in which the focus or content is deemed necessary and beneficial to professionals engaged in the design and/or installation of ICT and then only to the extent to which the content or focus applies directly to the ICT industry.
- D. Quizzes, examinations and session breaks will not be considered for BICSI CEC assignment or award. Non-technical material or content, not specifically outlined in section 3C above, will not be considered for BICSI CEC assignment or award.
- E. CECs will not be awarded for repeating the same learning activity (i.e., attending the same course/seminar more than once) within one registration period. If the same learning activity is attended on multiple occasions within a registration period, only one occasion will qualify.
- F. No consideration is given to awarding CECs (to individuals) for association membership and/or leadership activities, committee meetings, teaching, developing curriculum, independent writings (articles, books, research reports, etc.), mass media programs (television, radio, newspaper, etc.), editorial reviews, work experience or for rewards to volunteers, except as follows:
 - 1. CECs will be offered for committee work of a technical nature. This applies only to technical work and only for BICSI technical committees or technical committees of approved current and active BICSI Partners (e.g.-TIA/TR-42, ISO/IEC, AS/NZS, CENELEC, CSI, SCTE, ESA, InfoComm, GBTA, etc.).
 - a. Only work on technical committees/sub-committees relating to the ICT Industry will qualify.
 - b. Proof of participation from the qualifying committee chair must be presented.
- G. Requests for CECs based on attendance of non-BICSI approved courses must be submitted by the applicant and reviewed by staff to determine if they qualify for

BICSI CEC award. Qualified activities will be assigned/awarded BICSI CECs per BICSI CEC Policy as set forth herein. In order to be considered for review, the applicant must submit an Application for BICSI CECs for Individuals (see appendix C) along with all required supporting documentation. The application package must be complete and in compliance with all requirements set forth therein.

1. Applications may be submitted for CEC consideration in advance of attendance to such events. Based on the information submitted, BICSI will provide a preliminary determination of CECs for which the event will qualify. However, no CECs will be officially assigned or awarded until all requirements are met, including but not limited to the provision of acceptable proof of attendance.
- H. CECs will not be awarded for a designation or credential earned, nor upon the successful completion of an examination, even if the exam is directly related to the ICT industry. The purpose of BICSI CECs is to show proof of training in the technologies and/or the methods and procedures involved in ICT.
- I. CECs for a BICSI, or BICSI authorized preparatory course attended immediately preceding an examination will be awarded to those who successfully complete the examination for the related credential. (e.g.-an individual participates in a qualified preparatory course that ends on a Thursday, then successfully passes a previously scheduled exam on the following Saturday). These BICSI CECs will be applied toward the first registration period for the credential holder. The maximum amount of time allowed between the completion of the qualified preparatory course and passing the related examination is seven (7) calendar days. Longer separations will not be considered.
- J. BICSI CECs will be awarded in whole integer value only. This means that a qualifying activity will never be assigned a fractional CEC value. The BICSI CEC value of a qualifying activity will always be rounded down to the highest whole integer value (e.g., a qualifying activity that includes 1.5 contact hours will be awarded only one (1) BICSI CEC).
- K. With the exception of BICSI conferences and non-core activities, BICSI CECs apply equally to all BICSI credentials held by an individual at the time the CECs are awarded. An individual holding multiple BICSI credentials will receive the same number of BICSI CECs for each credential resulting from the successful completion of a qualified activity (i.e.- an individual holding both an RCDD and RTPM credential, completing a qualified Core activity that has been assigned 35 BICSI CECs, will be awarded 35 CECs for each credential). Refer to Sections 6.A, 6.B, 7.A and 7.D relating to conference credits and how they are applied to BICSI credentials. See Section 4 and Table 4.2 relating to Non-Core activities and how CECs from those activities are applied to BICSI credentials.
- L. While BICSI strives to be as consistent as possible in the manner by which each application is evaluated for BICSI CEC qualification, each application is considered separate and unique. As each application is evaluated, the number of BICSI CECs

assigned or awarded is based on industry practices and operational assessments prevalent at the time. For this and other reasons past evaluations are not necessarily an indication or evidence of how current or future applications may be evaluated, even if the course material hasn't changed.

M. Incomplete or improper application packages will not be accepted by BICSI for review.

1. In such instances, the applicant may be contacted with a request for additional information or supporting documentation, or the entire package may be returned to the applicant to be completed or corrected. Once the package has been completed and/or corrected and properly submitted to BICSI, it will be accepted and reviewed for CEC consideration.

N. Once an application package has been accepted by BICSI for review, standard processing will require up to 30-days to complete. Corporate and industry applications for course providers can be expedited for an additional fee.

O. The registration period for all credentials is three (3) years.

P. BICSI CEC renewal requirements for all credentials are:

1. RCDD = 45
2. RTPM and Certified Trainer = 36
3. OSP and DCDC = 24
4. RITP = 22
5. ESS, NTS, WD, and Technician = 18
6. Installer 2 = 15

Q. In addition to the requirement of earning the specified quantity of BICSI CECs, RCDD credential holders are required to earn a minimum of one (1) BICSI conference attendance credit during the registration period to be eligible for credential renewal. See Section 6.D (BICSI North American Conferences) and Section 7.F (BICSI Global Conferences) for more information.

4. CORE / NON-CORE CONTINUING EDUCATION CREDITS (CECs):

A. The Continuing Education Program consists of two Components:

1. CORE learning provides a fundamental level of knowledge relevant to the ICT industry and addresses current and emerging needs that are essential to maintain the confidence of clients, the government and the public for renewal of a credential.
2. Non-CORE learning is all activities related to the professional practice of ICT, best suited to the BICSI credential holder's needs. No more than one-third

(1/3) of the required BICSI credential holder's CECs shall come from this activity.

Table 4.1 – Core Continuing Education Credits (CECs)

| Core Continuing Education Credits (CECs) | | |
|---|--|---|
| Activity | CECs Available | Maximum CECs Allowed |
| BICSI and other approved non-manufacturer onsite or online course. Webinars | One (1) BICSI CEC per contact hour | No limit |
| Approved manufacturer onsite or online course (including Webinars) | One (1) BICSI CEC per contact hour | No limit |
| BICSI sponsored conferences | Refer to the specific conference requirements in other sections of this document | Varies up to 1/3 of the required BICSI CECs per credential (per conference) |
| Summits, Region Meetings, Breakfast Clubs, Lunch and Learn event, etc. | One (1) BICSI CEC per contact hour | Varies per event |

Table 4.2 – Non-Core Continuing Education Credits (CECs)

| Non-Core Continuing Education Credits (CECs) | | |
|---|---|-----------------------------|
| Activity | CECs Available | Maximum CECs Allowed |
| Approved ICT industry related College/University course of: <ul style="list-style-type: none"> • 3 or more Semester Hours • 4.5 or more Quarter Hours | Up to Fifteen (15) BICSI CECs per course | Up to Non-Core Maximum |
| Approved industry related technical meeting | One (1) BICSI CEC per approved contact hour | Up to Non-Core Maximum |
| Approved ICT industry related Non-BICSI conferences | Three (3) BICSI CECs per full day | Up to Non-Core Maximum* |

* See Section 13.A for more information on maximum CECs allowed per event or registration period.

5. QUALITY ASSURANCE:

A. Quality Assurance (QA) Criteria

1. BICSI CECs must be earned by successfully completing qualified events or activities within the current registration period. BICSI CECs earned outside of a given registration period may only be applied to that registration period. Exceptions may be made under the following specific circumstances:
 - a. CECs acquired in the last quarter (final 3 months) of the current registration period may be carried over into the next registration period based

on the following conditions:

- i. CEC requirements for the current registration period must be satisfied and the credential holder must be in good standing with BICSI at the time of the request.
 - ii. CECs awarded for a qualifying activity will only be applied to a single registration period and cannot be split up into multiple periods for any reason. If one or more CECs are necessary to satisfy the requirements of the current registration period and 12 CECs are earned from a single qualifying activity, the entire 12 CECs will be applied to the current renewal and none will be carried over into the next renewal period.
 - iii. No more than 1/3 of the BICSI ICT CECs required to renew a credential may be derived from those carried over from the previous registration period.
 - iv. Surplus CECs earned during the qualifying period and available for carry over will not do so automatically. Requests must be submitted in writing to credentialing@bicsi.org before the end of the registration period in which they were earned.
- b. In extreme and unusual cases, the Registration and Credentials Supervision Committee (RCSC) may grant an extension to the current registration period, thus allowing more time to satisfy CEC requirements and avoid the forfeiture of BICSI credentials held. Circumstances under which such extensions are considered include:
- i. Severe and/or prolonged personal or family medical emergencies.
 - ii. Cases involving extreme personal or family trauma.
 - iii. Major disasters both natural and manmade.
 - iv. Military conflict deployments.
- All requests for extension must be submitted in writing to credentialing@bicsi.org before the end of the registration period to which the extension would apply. Granting of such requests is at the sole discretion of the RCS Committee and supporting documentation is required to be submitted with the extension request.
2. All BICSI CECs earned for participation in qualified events or activities associated with a request for extension will be applied to the registration period for which the request was submitted and thus will not be applied, in part or in full, to the current registration period.
 3. BICSI CECs earned from a qualified event or activity that begins in one

registration period and is completed in a subsequent registration period can only be applied to the registration period within which the event is successfully completed.

4. BICSI Curriculum requires 100% attendance to receive a certificate of completion and credit for participation. If a student is absent during any part of the training they will not receive credit for the class. No consideration will be given to awarding partial CECs for the portions of the class in which the student was in attendance.
5. Notwithstanding the conditions set forth in Section 3.1 above, BICSI CECs earned prior to the attainment of a credential will not be applied towards the current registration period of that specific credential.
6. All requests for BICSI CEC consideration shall include a properly completed BICSI Application for Continuing Education Credits. These applications are on the BICSI website and are available for:
 - a. BICSI sponsored global events (see appendix A).
 - b. Corporate or industry course providers (see appendix B).
 - c. Individuals requesting CECs for courses relating to the ICT industry that have not been pre-approved (see appendix C).
 - i. Individuals may also request CECs online at the BICSI website.
 - d. Requests for CECs in association with qualified activities related to an approved technical committee (see appendix D).

The application and required documentation must be complete and in compliance with all requirements as set forth in the BICSI application. Incomplete or improperly submitted applications will be returned to the sender to be corrected and/or completed (see section 3.M and 3.N).

7. CEC requests for qualified events or activities greater than two (2) clock hours in duration must indicate time allotted for comfort and/or lunch breaks. If no breaks are indicated, the total number of CECs assigned or awarded will be reduced by one (1) per each eight (8) hour period, or fraction thereof, to account for unqualified activities.
8. All time-sensitive material (such as codes, standards, regulations, etc.) shall be identified with a date. All material and information contained in the Learning resources shall be current and of the latest version published or available.
9. BICSI reserves its right to reject any application for CECs in part or in whole for any reason that BICSI, in its sole discretion, deems appropriate.

B. Interactive Learning Component

1. All Learning Activities shall include an interactive component allowing learners to interact with at least one of the following:
 - The instructor,
 - Other learners, or
 - The learning resources.
- a. The following are examples of interactive learning:
 - Instructor Led Training (ILT).
 - Web Based Training (WBT).
 - Discussions with instructor or other learners.
 - Group exercises or “break-out” discussion groups.
 - Hands-on activities.
 - Interactive computer software or workbook exercises.
 - Problem-solving exercises.

C. Distance Education

1. Where practical, learning activities should offer distance education opportunities either in whole or in part in addition to any live, real-time or face-to face mode of delivery. The following are acceptable modes of distance learning:
 - Interactive CD-ROM or software.
 - Video/Teleconference.
 - Web Based Training (WBT).
 - Broadcast Media (see section 5.B.1 above).
 - Correspondence course.

D. Self-Assessment

1. All non-ILT learning activities shall contain a test or series of questions for self-assessment or self-evaluation by the participants or learners.

BICSI EVENTS

6. BICSI NORTH AMERICAN CONFERENCES:

- A. BICSI credential holders will earn one-third (1/3) of their total required BICSI CECs each time they attend any BICSI North American Conference. These BICSI

CECs are solely for conference attendance and are independent of additional BICSI CECs that may be earned during the conference through participation in other qualified activities conducted in conjunction with the conference.

- B. Maximum BICSI CEC award levels for BICSI North American Conference attendance are as follows:
 - 1. RCDD = 15
 - 2. RTPM, and Certified Trainer = 12
 - 3. RITP = 7
 - 4. OSP and DCDC = 8
 - 5. ESS, NTS, WD and Technician = 6
 - 6. Installer 2 = 5
- C. All credential holders will be awarded the above BICSI CECs for each of the credentials they hold by checking-in or registering on-site no later than 3:00 PM local time on the first day of the conference.
- D. Attendance of any BICSI North American Conference satisfies the mandatory conference attendance credit requirement for RCDD credential holders as set forth in Section 3.Q above. In addition to the individual's physical presence at the conference, attendance, as defined for this purpose, entails the following:
 - 1. The credential holder must be in good standing with BICSI at the time of attendance and throughout the conference (e.g., no ethics issues pending or adjudicated in violation of BICSI policy).
 - 2. All necessary fees and payments related to or associated with conference attendance must be tendered and/or satisfied.
 - 3. The credential must be active and current.
 - 4. Conference attendance must occur during the current registration period (see Section 5.A.1 regarding consideration of CECs earned outside of the current registration period).
- E. Presentations or other activities intended to be conducted in association or concurrent with a BICSI conference must be submitted to BICSI headquarters for approval and BICSI CEC consideration at least 30-days prior to the start date of the conference.
 - 1. Each presentation or activity must be submitted separately. A single application that groups a number of presentations and/or activities together will not be considered.
 - 2. Each presentation or activity at each conference requires a separate and unique application. Identical presentations or activities planned for multiple conferences

must be submitted as unique applications for each conference.

3. Approval of a presentation or activity for a specific conference is, in no way indicative of future acceptance at the same or a different conference.
 4. Presentations or other activities submitted after the deadline may not be evaluated until after the conference. In such instances, the individual or organization responsible for the presentation or activity must state, “BICSI CEC approval pending” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed the evaluation and notified the responsible party of the status.
 5. Presentations or other activities that have not been submitted for evaluation prior to the start date of the conference shall not be conducted without the express, written consent of BICSI. In such instances, the individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
 6. Presentations or other activities, submitted after they are conducted, may not be evaluated by BICSI staff and thus, may not be assigned any CECs. In such instances, evaluations will be handled on an individual, case-by-case basis at the sole discretion of BICSI. The individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
- F. One-day and Two-day conference registrations do not satisfy conference attendance requirements for RCDD renewals. CECs will be awarded based on the number of days attended at the conference. Credentials holders will receive the following number of CECs:

| | One-day | Two-day | | One-day | Two-day |
|------|---------|---------|-------------------|---------|---------|
| RCDD | 5 | 10 | Wireless Designer | 2 | 4 |
| RITP | 2 | 4 | NTS Designer | 2 | 4 |
| RTPM | 4 | 8 | BICSI Installer | 2 | 4 |
| DCDC | 3 | 6 | BICSI Technician | 2 | 4 |

| | | | | | |
|--------------|---|---|-------------------|---|---|
| ESS Designer | 2 | 4 | Certified Trainer | 4 | 8 |
| OSP Designer | 3 | 6 | | | |

7. BICSI GLOBAL CONFERENCES:

A. BICSI credential holders may:

1. Satisfy the conference attendance requirement of one (1) conference per renewal period (refer to paragraphs 3.Q and 7.F for details)
2. Earn up to one-third (1/3) of their total required BICSI CECs each time they attend any BICSI Global Conference (refer to paragraph 7.D & 7.F for details).
3. These BICSI conference CECs are solely for conference attendance and are independent of additional BICSI CECs that may be earned during the conference through participation in other qualified activities conducted in conjunction with the conference.

B. To qualify as a BICSI Global Conference, the following conditions must be met:

1. The conference must be contiguous in nature and, as a minimum, one (1) full day in duration (See “Full Day” as defined in Section 2 above).
 - a. If any or all days of a BICSI Global Conference are partial in nature (they do not meet the definition of “Full Day” as stipulated in section 2 above), the combined hours of all partial days will be combined and applied toward the conference total required in section 7.B.1 above.
2. Each full day of the conference must provide the opportunity to earn a minimum of six (6) BICSI CECs.
 - a. If any or all days of a BICSI Global Conference are partial in nature (they do not meet the definition of “Full Day” as stipulated in section 2 above), the combined BICSI ICT CECs available during all partial days will be combined and applied toward the conference total required in section 7.B.2 above.
3. All presentations and other activities planned for the conference must be submitted to BICSI headquarters for evaluation in a timely fashion and in accordance with BICSI CEC policy as set forth herein (see Section 7.G below).

C. BICSI CECs awarded are dependent on the educational content and will be approved in accordance with BICSI CEC policy as set forth herein.

1. The conference may include up to one (1) non-technical presentation or activity per day. However, the content must be related to the ICT industry. No more than two (2) BICSI CECs will be awarded for non-technical activities per full conference day.
 2. One (1) BICSI CEC will be awarded for each full conference day in which a minimum of 10 exhibitors are open and accessible to attendees for one (1) hour or more.
- D. Maximum BICSI CEC award levels for BICSI Global Conference attendance are as follows:
1. RCDD = 15
 2. RTPM and Certified Trainer = 12
 3. OSP and DCDC
 4. RITP = 7
 5. ESS, NTS, WD, and Technician = 6
 6. Installer 2 = 5
- E. BICSI credential holders will be awarded the above BICSI CECs for each of the credentials they hold by checking-in or registering on-site no later than (1) one hour after the official conference opening on the first day of the conference.
- F. Attendance of a Global conference lasting:
1. Two (2) full-days or longer will satisfy the conference attendance credit requirement of the RCDD credential (see Section 3.Q above).
 2. If there are no two (2) day Global conferences within a BICSI region, each one (1) full-day Global conference will earn 1/2 of the conference attendance credit required for the RCDD credential.
 3. In addition to the individual's physical presence at the conference, attendance, as defined for this purpose, entails the following:
 - i. The credential holder must be in good standing with BICSI at the time of attendance and throughout the conference (e.g., no ethics issues pending or adjudicated in violation of BICSI policy).
 - ii. All necessary fees and payments related to or associated with conference attendance must be tendered and/or satisfied.
 - iii. The credential must be active and current.
 - iv. Conference attendance must occur during the current registration period (see Section 5.A.1 regarding consideration of CECs earned outside of the current registration period).

G. BICSI CECs for a Global Conference are awarded based on attendance which is determined by the event roster.

1. The event host is responsible for providing, completing and submitting the event roster for their event.
2. All attendees, including walk-ins must be added to the event roster at the time of the event. Attendees desiring BICSI CECs are to be identified on the event roster by the event host. In the event that BICSI staff cannot confirm attendance, they will contact the event host for confirmation.

H. Each Global conference will be evaluated for the number of BICSI CECs that will be assigned for that conference and will be advertised as such.

1. If BICSI headquarters staff is to assist in the marketing and advertising of the conference, presentations and activities must be submitted for evaluation a minimum of four (4) months prior to the start date of the conference.
2. If marketing and advertising will be handled locally without BICSI headquarters staff assistance, presentations and activities must be submitted for evaluation a minimum of thirty (30) days prior to the start date of the conference.
3. Approval of a presentation or activity for a specific conference is, in no way indicative of future acceptance at the same or a different conference.
4. Presentations or other activities submitted after the deadline may not be evaluated until after the conference. In such instances, the individual or organization responsible for the presentation or activity must state, "BICSI CEC approval pending" in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed the evaluation and notified the responsible party of the status.
5. Presentations or other activities that have not been submitted for evaluation prior to the start date of the conference shall not be conducted without the express, written consent of BICSI. In such instances, the individual or organization responsible for the presentation or activity must state, "Not yet submitted for BICSI CEC approval" in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
6. Presentations or other activities, submitted after they are conducted, may not be evaluated by BICSI staff and thus, may not be assigned any CECs. In such instances, evaluations will be handled on an individual, case-by-case basis at the sole discretion of BICSI. The individual or organization responsible for the presentation or activity must state, "Not yet submitted for BICSI CEC approval" in any and all (oral and/or written) advertisements, and may not indicate or

suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.

8. BICSI TECHNICAL EDUCATION SUMMITS:

- A. A Technical Education Summit is a two-day event which functions in a manner similar to a BICSI Region Meeting (see Section 9 below). These are regional events and can only be held by BICSI Region Directors.
- B. Attendance of a BICSI Technical Education Summit does ***not*** satisfy the mandatory conference attendance credit requirement for RCDD credential holders as set forth in Section 3.Q above.
- C. Each day is typically 6 to 7 hours in duration with 5 hours of technical presentations.
- D. Each Technical Education Summit will be evaluated by BICSI staff to determine the number of BICSI CECs that will be assigned. The BICSI CECs assigned are dependent on the educational content and will be determined in accordance with BICSI CEC Policy as set forth herein.
- E. Each presentation will be evaluated for specific technical content as it relates to the ICT industry.
- F. Presentations must be submitted to BICSI headquarters for approval and BICSI CEC consideration at least 30-days prior to the start date of the event.
 - 1. Each presentation must be submitted separately. A single application that groups a number of presentations together will not be considered.
 - 2. Each presentation, at each event requires a separate and unique application.

Identical presentations planned for multiple Technical Education Summits must be submitted as separate and unique applications for each event.
 - 3. Approval of a presentation for a specific event is, in no way indicative of future acceptance at the same or different event.
 - 4. Presentations submitted after the deadline may not be evaluated until after the Technical Education Summit. In such instances, the individual or organization responsible for the presentation must state, "BICSI CEC approval pending" in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed the evaluation and notified the responsible party of the status.
 - 5. Presentations that have not been submitted for evaluation prior to the start date of the Technical Education Summit shall not be conducted without the express,

written consent of BICSI. In such instances, the individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.

6. Presentations submitted after they are conducted, may not be evaluated by BICSI staff and thus, may not be assigned any BICSI CECs. In such instances, evaluations will be handled on an individual, case-by-case basis at the sole discretion of BICSI. The individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
- G. BICSI CECs for Technical Education Summits are awarded based on attendance which is determined by the event roster.
1. Region Directors are responsible for providing, completing and submitting event rosters for the event.
 2. All attendees, including walk-ins must be added to the event roster at the time of the Technical Education Summit. Attendees desiring BICSI CECs are to be identified on the event roster by the Region Director. In the event that BICSI staff cannot confirm attendance, they will contact the Region Director for confirmation.
 3. The roster must be submitted to BICSI headquarters within two (2) weeks of the event. Once received, BICSI CECs will be recorded into attendee transcripts within 30-days.

9. BICSI REGION MEETINGS:

- A. Region Meetings are regional events that can only be conducted by Region Directors.
- B. Meetings are typically 6 to 7 hours in duration with 5 hours of technical presentations.
- C. Each region meeting will be evaluated by BICSI staff to determine the number of BICSI CECs that will be assigned. The BICSI CECs assigned are dependent on the educational content and will be determined in accordance with BICSI CEC Policy as set forth herein.
- D. Each presentation will be evaluated for specific technical content as it relates to the ICT industry.

- E. Presentations must be submitted to BICSI headquarters for approval and BICSI CEC consideration at least 30-days prior to the start date of the region meeting.
1. Each presentation must be submitted separately. A single application that groups a number of presentations together will not be considered.
 2. Each presentation at each region meeting requires a separate and unique application. Identical presentations planned for multiple region meetings must be submitted as unique applications for each region meeting.
 3. Approval of a presentation for a specific region meeting is, in no way indicative of future acceptance at the same or a different region meeting.
 4. Presentations submitted after the deadline may not be evaluated until after the region meeting. In such instances, the individual or organization responsible for the presentation must state, “BICSI CEC approval pending” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed the evaluation and notified the responsible party of the status.
 5. Presentations that have not been submitted for evaluation prior to the start date of the region meeting shall not be conducted without the express, written consent of BICSI. In such instances, the individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
 6. Presentations submitted after they are conducted, may not be evaluated by BICSI staff and thus, may not be assigned any BICSI CECs. In such instances, evaluations will be handled on an individual, case-by-case basis at the sole discretion of BICSI. The individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
- F. BICSI CECs for region meetings are awarded based on attendance which is determined by the event roster.
1. Region Directors are responsible for providing, completing and submitting event rosters for their region meetings.
 2. All attendees, including walk-ins must be added to the event roster at the time of the region meeting. Attendees desiring BICSI CECs are to be identified on the

event roster by the Region Director. In the event that BICSI staff cannot confirm attendance, they will contact the Region Director for confirmation.

3. The roster must be submitted to BICSI headquarters within two (2) weeks of the event. Once received, BICSI CECs will be recorded into attendee transcripts within 30-days.

10. OTHER BICSI EVENTS (BREAKFAST/PUB CLUB, LUNCH & LEARN, ETC.):

- A. Each event will be evaluated by BICSI staff to determine the number of BICSI CECs that will be assigned. The BICSI CECs assigned are dependent on the educational content and will be determined in accordance with BICSI CEC Policy as set forth herein.
- B. Meetings are a maximum 3 hours in duration with 1 to 2 hours of technical content.
- C. Each presentation will be evaluated for specific technical content as it relates to the ICT industry (see section 3.C above).
- D. Presentations along with the event agenda must be submitted to BICSI headquarters for approval and BICSI CEC consideration at least 30-days prior to the start date of the event.
 1. Each presentation must be submitted separately. A single application that groups a number of presentations together will not be considered.
 2. Each presentation at each event requires a separate and unique application.

Identical presentations planned for multiple events must be submitted as unique applications for each event.

3. Approval of a presentation for a specific event is, in no way indicative of future acceptance at the same or a different event.
4. Presentations submitted after the deadline may not be evaluated until after the event. In such instances, the individual or organization responsible for the presentation must state, "BICSI CEC approval pending" in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed the evaluation and notified the responsible party of the status.
5. Presentations that have not been submitted for evaluation prior to the start date of the event shall not be conducted without the express, written consent of BICSI. In such instances, the individual or organization responsible for the presentation or activity must state, "Not yet submitted for BICSI CEC approval" in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as

BICSI staff has completed an evaluation and notified the responsible party of the status.

6. Presentations submitted after they are conducted, may not be evaluated by BICSI staff and thus, may not be assigned any BICSI CECs. In such instances, evaluations will be handled on an individual, case-by-case basis at the sole discretion of BICSI. The individual or organization responsible for the presentation or activity must state, “Not yet submitted for BICSI CEC approval” in any and all (oral and/or written) advertisements, and may not indicate or suggest the type or quantity of BICSI CECs expected or projected unless and until such time as BICSI staff has completed an evaluation and notified the responsible party of the status.
- E. BICSI CECs for events are awarded based on attendance which is determined by the event roster.
3. The event host is responsible for providing, completing and submitting the event roster for their event.
 4. All attendees, including walk-ins must be added to the event roster at the time of the event. Attendees desiring BICSI CECs are to be identified on the event roster by the event host. In the event that BICSI staff cannot confirm attendance, they will contact the event host for confirmation.
 5. The roster must be submitted to BICSI headquarters within two (2) weeks of the event. Once received, BICSI CECs will be recorded into attendee transcripts within 30-days.

11. BICSI INSTRUCTOR LED TRAINING (ILT):

- A. BICSI credential holders can earn all of their required BICSI CECs during a registration period through participating in BICSI instructor led training (ILT). One (1) BICSI CEC will be awarded for each contact hour completed (see “Contact Hour” in Definitions).
- B. BICSI Instructor Led Training (ILT) may be accomplished through any of the following methods:
1. Participation in a BICSI ILT activity conducted at BICSI World Headquarters by a BICSI authorized trainer.
 2. Participation in a BICSI ILT activity conducted at a remote location by a BICSI authorized trainer.
 3. Participation in a BICSI ILT activity conducted at an Authorized Training Facility (ATF) by a BICSI Certified Trainer (CT). Both the ATF and the CT must be in good standing with BICSI at the time the ILT training is provided.

4. Participation in a BICSI ILT activity conducted at an Authorized Design Training Provider (ADTP) by a BICSI Certified Trainer (CT). Both the ADTP and the CT must be in good standing with BICSI at the time the ILT training is provided.
- C. BICSI CECs for BICSI Instructor Led Training (ILT) are awarded based on attendance which is determined by the training roster.
1. The individual or organization conducting the training is responsible for completing and submitting the training roster for training activity.
 - a. For Sections 11.B.1 and 11.B.2 above, the training rosters will be provided by the BICSI Training Delivery & Operations department. Authorized trainers will verify and complete the rosters and return them to the BICSI Training Delivery & Operations department.
 - b. For Sections 11.B.3 through 11.B.4 above, the training rosters will be provided by the responsible organizations, verified and completed by the Certified Trainer and returned to the BICSI Training Delivery & Operations department.
 2. All attendees, including walk-ins must be added to the training roster at the time the training is provided. Attendees desiring BICSI CECs are to be identified on the training roster by the organization responsible for providing the training.
 3. The roster must be submitted to BICSI headquarters within two (2) weeks of the event. Once received, BICSI CECs will be recorded into attendee transcripts within 30-days.

12. BICSI WEB BASED TRAINING (WBT) / DISTANCE EDUCATION

- A. BICSI credential holders can earn all of their required BICSI CECs during a registration period through participating in BICSI Web Based Training (WBT) and/or Distance Education. One (1) BICSI CEC will be awarded for each contact hour completed (see “Contact Hour” in Definitions).
- B. BICSI Web based training and distance education may only be accomplished through BICSI-Connect, which is accessible through the BICSI website.
- C. BICSI CECs are assigned to all BICSI-Connect courses by BICSI staff as they are released and posted to the site. The quantity and type of BICSI CECs assigned to each course is noted in the course description on the BICSI website.
- D. Individuals can earn BICSI CECs through BICSI-Connect by purchasing and successfully completing any of the courses available on the BICSI website.
 1. Upon the successful completion of a BICSI-Connect course, BICSI CECs will

automatically post to the credential holder's transcript.

NON-BICSI EVENTS

13. NON-BICSI CONFERENCES:

- A. BICSI credential holders can earn up to 10 CECs during a registration period through participation in non-BICSI conferences. The focus of the conference must be consistent with that specified in section 3.C above. These CECs are solely for conference attendance and are independent of additional CECs that may be earned during the conference through participation in other qualified activities conducted in conjunction with the conference (see, "Qualified Activity" in Definitions).
- B. To qualify for BICSI CECs, a non-BICSI Conference must meet the following conditions:
 - 1. The conference must be contiguous in nature and, as a minimum, one (1) full day in duration (see, "Full Day" in Definitions).
 - 2. The conference must include a minimum of ten (10) ICT related exhibitors.
- C. BICSI CECs for non-BICSI conferences are awarded based on attendance which is determined by one of the following methods:
 - 1. Individuals or organizations responsible for conducting the conference may submit a BICSI Corporate and Industry CEC Application package (see Appendix B) to BICSI in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate the application package and assign BICSI CECs to conferences deemed as qualified (see, "Qualified Event" in Definitions). If the conference is approved for BICSI CECs, the conference attendee is simply required to submit the approved proof of attendance to the BICSI Credentialing Department to earn the associated BICSI CECs applicable to the credential(s) they hold.
 - 2. If the conference is not already pre-approved for BICSI CECs, BICSI credential holders may submit a BICSI Individual CEC Application package (see Appendix C) to the BICSI Credentialing Department in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate the application package to determine if the conference qualifies for BICSI CEC award. If the package is approved, the credential holder will be awarded the associated BICSI ICT CECs.
- D. The quantity of ICT related content notwithstanding, qualified non-BICSI conferences will be assigned up to (3) three BICSI CECs per full day (see "Full Day" in Definitions).

14. NON-BICSI TECHNICAL MEETINGS:

- A. Only participation in BICSI technical committees or technical committees of approved, current and active BICSI partners will be considered for BICSI CEC award. See Section 3.F.1 for more information.

15. COLLEGE / UNIVERSITY CURRICULA:

- A. BICSI credential holders can earn up to one-third (1/3) of their required BICSI CECs during a registration period through successful completion of ICT related college or university courses of:
 - 1. 3 or more Semester Hours each.
 - 2. 4.5 or more Quarter Hours each.
- B. Courses of shorter duration than those specified in Section 15.A above cannot be combined or consolidated to reach the minimum number of Semester or Quarter Hours required for consideration.
- C. Notwithstanding the number of semester or quarter hours completed in excess of those required in Section 15.A, upon approval of college or university curriculum credits, Credential holders will be awarded 1/3 of the BICSI ICT CECs required for renewal of each BICSI credential held in good standing at the time the application is approved. Based on current CEC requirements, the maximum number of CECs available to each credential is as follows:
 - 1. RCDD = 15
 - 2. RTPM and Certified Trainer = 12
 - 3. OSP, DCDC and RITP = 8
 - 4. RITP = 7
 - 5. ESS, NTS, WD, and Technician = 6
 - 6. Installer 2 = 5
- D. To qualify for BICSI CEC consideration, the following conditions must be met:
 - 1. The college or university providing the course must be accredited by an accreditation agency approved by BICSI.
 - 2. The focus of the course must be consistent with that specified in section 3.C above.
 - 3. The course must have ended within the current registration period.
 - 4. The credential holder must have successfully completed the course.

5. The credential holder must properly complete and submit a BICSI Individual CEC Application package (see Appendix C) to the BICSI Credentialing Department in accordance with BICSI CEC policy as set forth therein.
- E. Properly submitted application packages will be evaluated by BICSI staff to determine if the course qualifies for BICSI CEC award. If the package is approved, the credential holder will be awarded the associated BICSI CECs in accordance with BICSI CEC policy as set forth herein.

16. NON-BICSI INSTRUCTOR LED TRAINING (ILT):

- A. BICSI credential holders can earn all of their required BICSI CECs during a registration period through participation in non-BICSI Instructor Led Training (ILT).
- B. BICSI recognizes two categories of non-BICSI ILT:
 1. Non-manufacturer - Approved training provided by individuals or organizations ***not*** directly involved in the manufacture or marketing of ICT industry related goods.
 - a. Credential holders attending qualified non-manufacturer training are eligible to earn one (1) BICSI CEC for each contact hour of training provided (see “Contact Hour” in Definitions).
 2. Manufacturer - Approved training provided by individuals or organizations directly involved in the manufacture or marketing of ICT industry related goods.
 - a. Manufacturers may submit a BICSI Corporate and Industry CEC Application package to have their training evaluated for BICSI approval and CEC consideration. In such instances, BICSI staff, in its sole discretion, may choose to assign one (1) BICSI CEC for each contact hour of training provided (see, “Contact Hour” in Definitions). Training deemed sales oriented in nature may result in a reduction or rejection of BICSI CECs assigned.
 - b. Credential holders attending qualified manufacturer training that has not been pre-approved by BICSI staff per Section 14.B.2(a) above are eligible to earn one (1) BICSI CEC for each contact hour of training provided (see “Contact Hour” in Definitions). Training deemed sales oriented in nature may result in a reduction or rejection of BICSI CECs awarded.
- C. To qualify for BICSI CEC consideration, the following conditions must be met:
 1. The training must last a minimum of one (1) contact hour.
 2. The focus of the training must be consistent with that specified in section 3.C above.

3. The training must have ended within the current registration period.
 4. The credential holder must have successfully completed the training.
 5. The training provider must present attendees with a certificate of completion as evidence of attendance.
- D. BICSI CECs for non-BICSI ILT are awarded based on attendance which is determined by one of the following methods:
1. Individuals or organizations responsible for conducting the training may submit a BICSI Corporate and Industry CEC Application package (see Appendix B) to BICSI in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate the application package and assign CECs to training deemed as qualified (see, “Qualified Activity” in Definitions). If the training is approved for BICSI CECs and the provider is in good standing with BICSI, the attendee is simply required to submit a copy of their certificate of attendance to the BICSI Credentialing Department to earn the associated CECs applicable to the credential(s) they hold.
 2. If the training is not already pre-approved for BICSI CECs, BICSI credential holders may submit a BICSI Individuals CEC Application package (see Appendix C) to the BICSI Credentialing Department in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate the application package to determine if the training qualifies for BICSI CEC award. If the package is approved, the credential holder will be awarded the associated BICSI CECs applicable to the credential(s) they hold.

17. NON-BICSI WEB BASED TRAINING (WBT) / DISTANCE EDUCATION:

- A. BICSI credential holders can earn all of their required BICSI CECs during a registration period through participation in non-BICSI Web Based Training (WBT) or Distance Education.
- B. BICSI recognizes two categories of non-BICSI WBT and Distance Education:
1. Non-manufacturer - Approved training provided by individuals or organizations not directly involved in the manufacture or marketing of ICT industry related goods.
 - a. Credential holders attending qualified non-manufacturer training are eligible to earn one (1) BICSI CEC for each contact hour of training provided (see “Contact Hour” in Definitions).
 2. Manufacturer - Approved training provided by individuals or organizations directly involved in the manufacture or marketing of ICT industry related goods.

- a. Manufacturers may submit a BICSI Corporate and Industry CEC Application package to have their training evaluated for BICSI approval and CEC consideration. In such instances, BICSI staff, in its sole discretion, may choose to assign one (1) BICSI CEC for each contact hour of training provided (see, “Contact Hour” in Definitions). Training deemed sales oriented in nature may result in a reduction or rejection of BICSI CECs assigned.
 - b. Credential holders attending qualified manufacturer training, that has not been pre-approved by BICSI staff per Section 15.B.2(a) above, are eligible to earn one (1) BICSI CEC for each contact hour of training provided (see “Contact Hour” in Definitions). Training deemed sales oriented in nature may result in a reduction or rejection of BICSI CECs awarded.
- C. To qualify for BICSI CEC consideration, the following conditions must be met:
1. The training must last a minimum of one (1) contact hour.
 2. The focus of the training must be consistent with that specified in section 3.C above.
 3. The training must have ended within the current registration period (see section 5.A.1 above for consideration of CECs earned outside of the current registration period).
 4. The credential holder must have successfully completed the training.
 5. The training provider must present attendees with a certificate of completion as evidence of attendance.
- D. CECs for non-BICSI WBT and Distance Education are awarded based on attendance which is determined by one of the following methods:
1. Individuals or organizations responsible for conducting the training may submit a BICSI Corporate and Industry CEC Application package (see Appendix B) to BICSI in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate the application package and assign CECs to training deemed as qualified (see, “Qualified Activity” in Definitions). If the training is approved for BICSI CECs and the provider is in good standing with BICSI, the attendee is simply required to submit a copy of their certificate of attendance to the BICSI Credentialing Department to earn the associated CECs applicable to the credential(s) they hold.
 2. If the training is not already pre-approved for BICSI CECs per Section 15.D.1 above, BICSI credential holders may submit a BICSI Individuals CEC Application package (see Appendix C) to the BICSI Credentialing Department in accordance with BICSI CEC policy as set forth therein. BICSI staff will evaluate

the application package to determine if the training qualifies for BICSI CEC award. If the package is approved, the credential holder will be awarded the associated BICSI CECs applicable to the credential(s) they hold.

APPENDICES (Visit the BICSI website for the most current version of forms)

A. BICSI SPONSORED GLOBAL EVENTS APPLICATION FORM

| | |
|--|--|
| Application for CECs: BICSI Global Events | |
|--|--|

30 days prior to the event: Submit completed Application, including all supplemental course description/syllabus and/or materials.

Part 1: Check one: ☐ BICSI Conference ☐ BICSI Meeting, Seminar, Breakfast or Pub Club ☐ Other _____

| | | |
|-----------------|----------------------|----------------------|
| Event name | Event location/Venue | |
| Primary contact | Event start/end date | Event start/end time |
| Work phone | Mobile phone | |
| Address | City | |
| State/Province | Zip/Postal code | Country |
| E-mail | Event website | |

Part 2: Event Specifications

The following items MUST be submitted along with this application:

- Copy of final presentation and/or comprehensive outline/syllabus/description for each track/session/seminar.
- Copy of the agenda and/or program outline, which MUST include session timelines for each track/session/seminar, including length, which is actual seat time/contact hours, excluding breaks; each track must be a minimum of 60 minutes.

of Technical/Educational Content Hours/Minutes _____ Hours _____ Minutes

of Exhibits/Exhibitor Hours/Minutes (if applicable) _____ Hours _____ Minutes

Course will be delivered (required): ☐ One time (date) _____ OR ☐ Ongoing (start date) _____

Course delivery (check one):

- ☐ Face-to-face. Enclose detailed outline or, optionally, attach copy of course materials.
- ☐ Online. Enclose detailed outline and information on how BICSI may access the course for review.
- ☐ Video-based/Webinar. Enclose detailed outline and copy of program for review.
- ☐ CD-ROM-based. Enclose detailed outline and copy of program for review.
- ☐ Other. Please describe: _____

Course will be offered to:

☐ Employees of your company only ☐ The general public (open enrollment courses may be featured on the BICSI website) ☐ Other (please describe) _____

Part 3: Authorization

I acknowledge that I am authorized to present this event and its materials and to request CECs on our own or our presenter's behalf, and that BICSI is not responsible for the course content. I further acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to a course at any time to ensure the course meets the event specifications (part 2) and review criteria (page 2).

| | | |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

| Internal Use Only | | | | | | | | | | | | | |
|-------------------|------|-------|------|------|-----|-----|-----|----|------|------------------------------|------------|----------------------|------|
| CV Event Code: | | | | | | | | | | | | | |
| | Date | RCDD® | RITP | DCDC | ESS | NTS | OSP | WD | RTPM | Installer 2, Copper/Fiber | Technician | Certified Trainer | CECs |
| To Review Team: | | | | | | | | | | | | | |
| Reviewer: | | | | | | | | | | | | | |
| Comments: | | | | | | | | | | | | | |

Application Criteria for CECs for BICSI-Sponsored Global Events

BICSI issues continuing education credits to support renewal of the following BICSI credentials: RCDD; RITP; DCDC; ESS; NTS; OSP; WD; RTPM; Installer 2; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

For an event, class, or other educational opportunity to be eligible for a CECs, it must be related to the ICT industry, related design and/or installation practices, procedures, standards, methodologies and/or safety codes specific to the designation for which CECs are being awarded.

While an individual may submit an educational event for consideration to BICSI, any event organizer may have its materials reviewed for assignment of CECs by the following:

Review Criteria

In order for the event to be recognized for BICSI CECs, event organizers must complete and submit the "Application for CECs: BICSI Global Events", along with all required supporting documentation.

Presentations to be evaluated for CECs are required to be submitted to BICSI Headquarters a minimum of 30 days prior to the start date of an event. Presentations are reviewed and CECs are granted at the discretion of BICSI, on the following basis:

- One (1) CEC will be granted for each 60 "contact" minutes of instructional presentation.
- Content determined as sales-oriented (i.e., designed to "sell" services or products or "product-specific narrative" shall be excluded in determination of CEC contact minutes.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC).
- CECs are awarded based upon the printed agenda, not on actual course experience (i.e., the individual session or module went longer or shorter than anticipated).
- Proof of Attendance - In order for credential holders to receive their earned CECs, a roster will be required for each event.
- Conferences granted 6 to 11 CECs qualify as one-half (1/2) the conference attendance requirement needed to renew RCDD designations.
- Conferences granted 12 or more CECs qualify as the full conference attendance requirement needed to renew RCDD designations.
- No conference attendance requirement towards the RCDD designation renewal will be granted to events with five (5) or fewer CECs.

On occasion, the CEC review team, prior to granting CECs, may request changes to a presentation to meet the criteria stated in the BICSI CEC policy. Presentations not received by BICSI headquarters 30 days prior to the start of an event, may have CECs denied if there is insufficient time to make the necessary changes and have the presentation resubmitted for evaluation. Presentations received after an event may or may not be granted CECs at BICSI's discretion.

Submission

Submit entire application, including all supplemental course description and/or materials to:

Mail: BICSI World Headquarters
 Attention: Global Development & Support
 8610 Hidden River Parkway
 Tampa, FL 33637-1000
 Fax: +1813.971.4311
 E-mail: global@bicsi.org

B. CORPORATE AND INDUSTRY CEC APPLICATION FORM

Instructions

Applying for BICSI® Recognition of Continuing Education Credits (CECs) for Corporate and Industry Courses and Events



Courses Eligible for BICSI CECs:

If your organization offers technical education events (whether internally to your own employees or externally to the public), you may submit your course(s) event(s) for approval for BICSI continuing education credits (CECs). Doing so allows BICSI credential holders attending your course(s)/event(s) to apply their participation toward renewal requirements for BICSI credentials.

The focus or content of a recognized course/event must:

- ☐ Be technical in nature
- ☐ Directly relate to the information and communications technology (ICT) community
- ☐ Specifically relate to the technical nature of one or more of the BICSI credentials

Exceptions are limited to safety- or project management-related activities or courses/events in which the focus or content is deemed necessary and beneficial to professionals engaged in the design and/or installation of ICT, and then only to the extent to which the content or focus applies directly to the ICT industry.

BICSI issues CECs to support renewal of the following BICSI credentials: RCDD; RITP; RTPM; DCDC; ESS; NTS; OSP; WD; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

Instructions:

- ☐ Complete a separate application for each course you would like recognized. If sending multiple applications within one email, please ensure that you have titled your course documents appropriately. Incomplete applications will be returned to sender for completion. All supporting documentation will be accepted via email or mail. **BICSI does not accept credit card numbers via email.**

Late Fee:

- ☐ The application must be submitted prior to conducting the course and processing may take up to 30 days from receipt of application. Payment must be submitted with the application. Applications received after the course is conducted will be denied unless accompanied by the late fee.

Expedite Fee:

- ☐ If you are requesting that BICSI approve a course in fewer than 30 days, an expedite fee must accompany this application.

- ☐ CEC applications will not be reviewed until CEC application fees have been received.
- ☐ Notification of CEC approval may take up to 30 days from the date of application. Therefore, applicants desiring to market and promote their course with approved BICSI CECs are encouraged to apply well in advance.

Course Specifications:

In order for your course to be reviewed for CECs, BICSI must receive a comprehensive course outline or agenda (**i.e., module/section timeline, break times, meal times, labs, reviews, assessments/tests**). BICSI will only evaluate courses based upon detailed descriptions and course materials. Ensure that your submission is complete and that it provides detailed description to enable reviewers to properly apply CECs.

CEC Review Criteria:

Courses are reviewed and granted CECs at the discretion of BICSI on the following basis:

1. One (1) CEC will be granted for each 60 "contact" minutes of instructional presentation.
2. Content determined as sales oriented (i.e., designed to "sell" services or products or "product specific narrative") shall be excluded in the determination of CEC contact minutes.
3. CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC).
4. A Certificate of Completion/Attendance must be provided to eligible participants as proof of their attendance for the required portion of the event, and the certificate must include the number of BICSI CECs for which the course was approved, as well as the event ID. Participant's name may not be handwritten.
5. CECs are awarded based upon the printed agenda, not on actual course experience. (i.e., the individual session or module went longer or shorter than anticipated).

(Continued on next page.)

CEC Review Criteria (continued):

6. Any changes to the "approved" or "recognized" Certificate, as well as misrepresentation of any kind, could result in revocation of the CECs and could also be submitted to the BICSI Ethics Committee for disciplinary action.
7. Non-BICSI technical conferences may qualify for CECs by following one of the procedures below.
 - Provider submits a separate CEC application with supporting documents to BICSI as required and set forth in this document **for each conference session/event**. Upon approval, CECs will be issued based on seat time of each individual conference session/event that qualifies for CECs. Additionally, the corporate provider will be required to issue an approved Certificate of Attendance at the conclusion of each qualified session/event.
 - Provider submits a single CEC application with supporting documents to BICSI as required and set forth in this document **for the entire conference**. Upon approval, CECs will be issued based on the amount of qualifying ICT educational content available during each day of the conference, up to a maximum of 3 CECs per day and 10 CECs per conference. Additionally, the corporate provider must issue an approved Certificate of Conference Attendance to all participants requesting such.

Notification, Award and Shelf Life of BICSI CECs:

Important Note: Recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions a course in any way.

- CECs are assigned based upon represented course content only and are not the result of an in-depth evaluation of instructional quality.
- Applicants/organizations will be notified in writing regarding CECs awarded for their course submission and will be provided with written authorization (including approved language) to promote the course as having been recognized for "X" number of CECs.
- The final certificate must include the approved number of BICSI CECs and the Event ID, which will be found on the Approval Letter that you will receive once the course/event has been reviewed and approved. **A Certificate of Attendance must be provided to all attendees.** See attached example.
- Authorized CECs are valid for two (2) years from the date of confirmation. If the course curriculum changes or the course/event is no longer offered, an organization must notify BICSI immediately.
- BICSI reserves the right to audit (unannounced) any event for which it has granted CECs. The sponsoring organization shall provide complimentary participation in the event. BICSI shall bear the cost of travel and incidentals related to participation in the event.
- BICSI reserves the right to rescind all CECs, at its sole discretion, from any event determined to violate copyright or trademark laws, to conflict with current policies set by BICSI, and/or to breach qualifications set with the procedures specified in this document.
- Any organization has the right to appeal CEC assignment through the BICSI Education Advancement Committee or, in the event of cancellation of CECs, through the Education Advancement Committee and/or BICSI Ethics Committee.

Recognized CEC Courses:

Approved events will also be eligible for posting on the BICSI CEC Search Engine at www.bicsi.org/outsidevendors.

How Students Request CECs:

There are four ways for students to request CECs on their transcript:

- (1) Online: www.bicsi.org;
- (2) Email: credentialing@bicsi.org;
- (3) Fax: +1 813.769.1843;
- (4) Mail: BICSI, Attention: Credentialing Dept., 8610 Hidden River Parkway, Tampa, FL 33637

Questions:

Contact BICSI for additional CEC questions at +1 813.903.4727 or 800.242.7405 (USA and Canada toll-free), or by email at Irosa@bicsi.org.

CERTIFICATE OF COMPLETION

ABC Technology Corp. recognizes

Participant's name may not be handwritten

Student Name

For completing the

XYZ Fiber Optic Basics Course

Date, Year

PLEASE NOTE: Course name should read EXACTLY the same on this certificate as it does on your application.

BICSI CEC Provider Logo will be provided. Please include this logo on your certificate.



Approved by:

John Q. Fiber, Training Manager

Event ID and BICSI CECs MUST appear on certificate.

Event ID:
BICSI CECs Awarded:

Application for BICSI® Recognition of Continuing Education Credits (CECs) for Corporate and Industry Courses and Events



NOTE: Please review the BICSI CEC Application Instructions to ensure your application is complete.

Part 1: Organization Information (Please print clearly.)

| | | | |
|--|----------------|--|---------|
| Company/Organization | | Contact person | |
| Address | | | |
| City | State/Province | Zip/Postal code | Country |
| Telephone | Email | Company website | |
| <input type="checkbox"/> BICSI Corporate Member # _____ <i>(Up to 8 complimentary course submissions)</i> | | <input type="checkbox"/> Corporate Nonmember | |

Part 2: Course/Event Specifications

| | | | |
|--|--|---|--|
| Course/Event name | | <i>(Please limit your course name to 50 characters.)</i> | |
| Duration: <input type="checkbox"/> Less than 2 hours <input type="checkbox"/> 2 hours to 1 day <input type="checkbox"/> 1+ days to 3 days <input type="checkbox"/> 3+ days to 5 days <input type="checkbox"/> More than 5 days | | Available to: <input type="checkbox"/> Employees of your company only <input type="checkbox"/> The general public (open enrollment courses may be featured on the BICSI website) <input type="checkbox"/> Other (please describe) _____ | |
| Type of delivery (check one): <input type="checkbox"/> Instructor-led classroom training (face-to-face) <input type="checkbox"/> Virtual Instructor-led classroom training (instructor connected to students via an Internet connection) <input type="checkbox"/> E-learning/online/Web-based training (self-directed, interactive and technology assisted) <i>Enclose detailed outline and information on how BICSI may access the course for review.</i> <input type="checkbox"/> Blended (combination of any/all of the above) <input type="checkbox"/> Other. Please specify. _____ | | | |
| Delivery timeframe: <input type="checkbox"/> One time (date) _____ <input type="checkbox"/> Ongoing (start date) _____ | | Course cost: <input type="checkbox"/> Free <input type="checkbox"/> Cost of _____ | |

Part 3: Course Syllabus/Outline/Description

Attach a comprehensive course/event outline or agenda (i.e., module/section timeline, break times, meal times, labs, reviews, assessments/tests). BICSI will only evaluate courses based upon detailed descriptions and course materials. Ensure that your submission is complete and that it provides detailed description to enable reviewers to properly apply CECs.

Part 4: Additional Supporting Information

List any textbooks, hands-on exercises (including specific equipment) or learning tools used in the course to further learning and retention.

Part 5: Abbreviated Description for Web Posting

Provide a course/event description (50 words or less) which can be used as a posting on the Approved CEC Listing on BICSI's website.

☐ I do not want my course/event description posted on the BICSI website.

Part 6: Certificate

Attach a sample copy of the Certificate of Attendance/Completion with this application, showing the area where BICSI CECs will be included. The final certificate must include the approved number of BICSI CECs and the Event ID, which will be found on the Approval Letter that you will receive once the course has been reviewed and approved. **A Certificate of Attendance must be provided to all attendees.**

Part 7: Fees

Review your application fees. Pricing based on course length. Note: BICSI Corporate Members receive up to 8 complimentary course submissions. All prices listed in U.S. dollars.

| Course/Event Length | Corporate Member (over 8 limit fee) | Corporate Nonmember |
|---------------------|--|--------------------------------|
| Less than 2 hours | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$150 |
| 2 hours to 1 day | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$225 |
| 1+ days to 3 days | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$300 |
| 3+ days to 5 days | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$375 |
| More than 5 days | <input type="checkbox"/> \$300 | <input type="checkbox"/> \$450 |

| Fee | Corporate Member (over 8 limit fee) | Corporate Nonmember |
|---------------|--|--------------------------------|
| Expedite Fee* | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$150 |
| Late Fee* | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$200 |

*Reference BICSI CEC Application Instructions for information regarding fees.

Part 8: Acknowledgement and Authorization

I acknowledge that I am authorized to present this course and its materials and to request CECs on our own, or our presenter's behalf, and that BICSI is not responsible for the course content. I further acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the course at any time to ensure the course meets the specifications described above. **IMPORTANT:** I acknowledge that recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions the course in any way.

Name (please print) _____

Signature _____

Date _____

Part 9: Submission and Payment**Submit entire application, including all supplemental course descriptions and/or materials to:**

Mail: BICSI, Attention: Lois Rosa, CEC Administrator, Professional Development, 8610 Hidden River Parkway, Tampa, FL, USA 33637-1000

Email: lrosa@bicsi.org

Payment

For your protection, BICSI does not accept credit card numbers via email. If paying by credit card, please indicate below and we will invoice you within 24 hours. Upon receiving your invoice, please call our Membership and Customer Care Department at +1 813.979.1991 or 800.242.7405 (USA and Canada toll-free). *Please remember to have your invoice number available when calling.* You may also mail your payment to the address above.

Please note that CEC applications will not be reviewed until CEC application fees have been received.

C. INDIVIDUAL CEC APPLICATION FORM

Application for BICSI Recognition of Continuing Education Credits (CECs) for Individuals



Please read the information beginning on page 3, then complete each area of this Application and provide requested supporting documentation. Incomplete applications will not be processed. Note: It may take up to 30 days from the date the Application is received for CECs to appear on your transcript. Please be aware that CECs may not be recognized by BICSI.

Part 1: Individual Information

| | | | |
|--|-------------------------------|-------------------------------------|-------------------------------|
| Name | | Organization | |
| Address | | | |
| City | State/Province | Zip/Postal code | Country |
| Telephone | | Email | |
| Current Credential(s): | | | |
| <input type="checkbox"/> RCDD | <input type="checkbox"/> RITP | <input type="checkbox"/> RTPM | <input type="checkbox"/> DCDC |
| <input type="checkbox"/> ESS | <input type="checkbox"/> NTS | <input type="checkbox"/> OSP | <input type="checkbox"/> WD |
| <input type="checkbox"/> Installer 2, Copper/Optical Fiber | | <input type="checkbox"/> Technician | |
| <input type="checkbox"/> Certified Trainer | | | |

Part 2: Course Specifications/Provider Information

| | | | |
|----------------|----------------|-----------------|---------|
| Event Provider | | | |
| Address | | | |
| City | State/Province | Zip/Postal code | Country |
| Telephone | | | |
| Event name: | | | |
| Event date(s) | | Event location | |

Length of event (actual "seat" or "contact" time, excluding breaks) _____

Note: BICSI only offers credit in full one-hour increments, rounding down, not up. A 75-minute seminar is thus eligible only for 1 CEC, not 1.25 CECs.

Did you receive proof of attendance?

☐ Yes—Please attach a copy of proof of attendance with this application.

☐ No—This is an event I plan to attend.

BICSI will not provide CECs without proof of attendance (e.g. - a certificate or transcript). A receipt is not acceptable.

| Internal Use Only | | |
|-------------------|------|--|
| | Date | |
| To Review Team | | |
| Reviewer | | |
| Comments: | | |

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This course is (check one):

- ☐ Face-to-face. Enclose detailed outline/agenda/syllabus, including seat time of event.
- ☐ Online. Enclose detailed outline and information on how BICSI may access the course for review.
- ☐ Video-based. Enclose detailed outline and copy of program for review.
- ☐ CD-ROM-based. Enclose detailed outline and copy of program for review.
- ☐ Other. Please describe: _____

Part 3: Course Syllabus/Outline/Description to Allow for Review

Attach a comprehensive course outline/syllabus/description (including session seat time), plus copies of program as required in part 2. BICSI will only evaluate sessions/courses based upon detailed descriptions and course materials. Evaluations made on preliminary agendas may be deemed final and may not be re-evaluated. Ensure that your submission is complete and that it provides enough description to enable reviewers to properly apply CECs.

BICSI issues continuing education credits to support renewal of the following BICSI credentials: RCDD; RTP; RTPM; DCDC; ESS; NTS; OSP; WD; Installer 2; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

Part 4: Signature

I acknowledge that the information above is accurate and I attended the class described.

Name (Please Print)

Signature

Date

Submit entire application, including all supplemental event descriptions and/or materials to:

Mail:

BICSI, Attention: Credentialing
8610 Hidden River Parkway
Tampa, FL 33637-1000

Fax: +1813.769.1843

Questions?

Phone: 800.242.7405 or +1813.979.1991; Email: credentialing@bicsi.org

Requirements and Information for Submission of Courses for BICSI Recognition of Continuing Education Credits (CECs)**Review Criteria**

In order to have an event recognized by BICSI CECs, individuals must complete and submit the "Application for BICSI Continuing Education Credits," along with all required supporting documentation.

Courses are reviewed and CECs granted, at the discretion of BICSI, on the following basis:

- One (1) CEC will be granted for each 60 "contact" minutes of instructional presentation.
- Participants must be in attendance for 60 minutes of each hour of programming in order to be eligible for the recognized CECs.
- Content determined as sales oriented (i.e., designed to "sell" services or products or "product-specific narrative") shall be excluded in the determination of CEC contact minutes.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC)
- A Certificate of Completion/Attendance or transcript must be provided as proof of attendance for the required portion of the course.
- CECs are awarded based upon the printed agenda, not on actual course experience. (i.e., the individual session or module went longer or shorter than anticipated).
- ICT technical events at conferences may be awarded CECs, pending they meet the requirements outlined above. A maximum of 3 CECs per day and up to a maximum of 10 CECs per renewal cycle may be awarded.

Notification, Award and Shelf-life of BICSI CECs

Notification of CEC approval may take up to 30 days from the date of application. Therefore, applicants are encouraged to apply well in advance of their credential renewal dates. Applicants are encouraged to periodically review their CECs by logging into the BICSI website at www.bicsi.org.

Important Note: Recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions a course in anyway. CECs are assigned based upon represented content only and are not the result of an in-depth evaluation of instructional quality.

BICSI reserves the right to rescind all CECs, at its sole discretion, from any event determined to violate copyright or trademark laws, to conflict with current policies set by BICSI and/or to breach qualifications set with the procedures specified in this document.

Any individual has the right to appeal CEC assignment through the Education Advisory Council or, in the event of cancellation of CECs, through the Education Advisory Council and/or Ethics Committee.

For further clarification of any information presented in this document, please email credentialing@bicsi.org.

D. TECHNICAL COMMITTEE CEC APPLICATION FORM

Committee CEC Request Form

Part 1: Meeting Information

Meeting Name: _____

Meeting Date: _____ Meeting Location: _____

Length of Meeting
(actual "seat" or "contact" time, excluding breaks) _____

Part 2: Course Syllabus/Outline/Description to Allow for Review

Attach a comprehensive meeting outline/syllabus/description (including session seat time), plus copies of applicable meeting material and minutes. BICSI will only evaluate meetings based upon detailed descriptions and meeting materials. Evaluations made on preliminary agendas may be deemed final and may not be reevaluated. Ensure that your submission is complete and that it provides enough description to enable reviewers to properly apply CECs.

Part 3: Submitter Information

Submitter _____

Date of Submission _____

Part 4: Submittal Information

Submit via e-mail to: standards@bicsi.org or via fax to +1 (813) 971-4311 attention Director of Standards

Internal Use Only:

Reviewer: _____

Date of Review: _____

CECs Assigned: _____

Comments:

Revised July 22, 2014