



Continuing Education Credit (CEC) Program

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RECORD OF REVISIONS

VERSION	DATE	DESCRIPTION OF REVISION
V-1 (Board Review Draft)	31 January 2014	Final draft, reviewed and approved by the CEC Review Panel, issued to BICSI Board of Directors (BOD) for final approval.
V-2	9 May 2014	Draft was reviewed and revised (minor changes) by BOD review panel in preparation for pending BOD June conf. call.
V-3	18 June 2014	Approved by BoD on 18 June 2014 with minor edits.
V-3.1	1 August 2014	Updated appendices with current versions of forms, formatting, issued by staff.
V-3.2	12 November 2014	Added one- and two-day conference registration categories to BICSI Events; 6F.
V-3.3	30 January 2015	Changed ESS CECs from 36 to 18 and from 4/8 for one/two-day conference to 2/4. – R. Thomas
V-4	1 August 2019	<p>Major Updates include:</p> <ul style="list-style-type: none"> • Updated language in the Definitions section including: Continuing Education Credits, Recertification, Interactive Learning, and Technical Content. Added definitions for: Credential Status, RCSC, and Virtual Instructor-Led (vILT) training. • Recorded webinars are now considered part of Interactive Learning and eligible for CECs if they include knowledge checks as part of the recording. • CECs will no longer be awarded for a BICSI or BICSI authorized preparatory course attended immediately preceding an examination to those who successfully complete the examination for the related credential. • All credential holders will be awarded the same number of CECs for attendance to a BICSI Sponsored Conference instead of awarding CECs based on the type of credential. • DCDC credential holders' new recertification requirement was increased from 24 CECs to 36 CECs. • 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, except for requirements outlined in the RCSC Credential Suspended Period Policy. • Upon written request, a credential holder may carry the final Fall Conference of a credential holder's recertification period over into the next recertification period. Credential holders cannot use the same CECs or conference attendance twice or split the CECs and attendance credits (i.e., use the conference attendance for the current recertification period and the CECs for the next recertification period). Both CECs and conference attendance credits must travel together into the next recertification period. • BICSI Events – streamlined BICSI North America and BICSI Global Conferences into one section called BICSI Conferences. • The name Region Meeting was changed to ICT Forum, powered by BICSI per the BOD vote on 2 April 2019. Name change effective – 1 May 2019.

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GENERAL

1. PURPOSE:

Continuing education is crucial to advancing and improving the competence of professionals in the Information & Communications Technology (ICT) community. For this reason, BICSI credential holders are required to complete a minimum number of continuing education credits (CECs) during their recertification period.

The Continuing Education Credit Program (“CEC Program”) document provides a framework for the development, presentation, measurement, and reporting of continuing education programs. The document also provides best practices and practical guidance for implementing the policies.

The CEC Program will be reviewed periodically by BICSI staff to determine if modifications are required. Recommendations for changes will be presented to the Program Coordination Committee (PCC) for consideration and approval, with modifications reviewed and approved by the BICSI Board of Directors (BOD). At a minimum, the PCC will review the full CEC Program at least every other year in conjunction with the installation of the BICSI President. Questions of interpretation and meaning will be reviewed by the PCC when necessary for final determination.

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 current on new developments in their field or industry.

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 roundtable 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:

- Online Courses
- 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 ICT 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, the Continuing Education Credit Provider must notify BICSI immediately.

Credentialing Status – The definitions indicate the status of a credential holder.

- **Active** – The status of a current credential.
- **Expired** – The period between expiration of a credential and ninety (90) days post expiration of that credential.
- **Grace Period** – The period between the credential expiration date through ninety (90) days post expiration.
- **Inactive Suspended Period** – The period post greater than ninety (90) days post expiration of a credential through 1-year post expiration of that credential.
- **Re-examination** – After a credential has lapsed for greater than one (1) year from the expiration date and has not been approved for reinstatement.
- **Registration Period** – Once activated, all BICSI credentials remain in effect for a period of thirty-six (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. The registration period can be longer in the first recertification period. For example, if you earned your RTPM credential on 20 September 2017, your certification expiration date would be 31 December 2020.
- **Reinstatement** – The process of reestablishing an expired credential. Requests to reinstate an expired credential may be made to the Registration & Credentials Supervision Committee (RCSC). The RCSC will review and vote on reinstatement requests of which have been provided documentation of undue hardship preventing recertification during the standard recertification and suspension period.
- **Recertification** – The act of renewing a credential by fulfilling its recertification requirements. It demonstrates continued advancement of knowledge through professional development.

- **Suspension Period** – A suspension period is intended to allow a credential holder the opportunity to complete their expired credentials' recertification requirements without the loss of the credential. The expired credential will instead be suspended (invalid) until all of the renewal requirements have been satisfied no later than one year from the credential's original expiration date. [Click here for the full policy.](#)

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 audiovisual, 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), Learning Management System (LMS) and distance education, Live Webinars, Recorded Webinar with knowledge checks, and Virtual Instructor-Led Training (vILT). NOTE: Recorded webinars without knowledge checks, books, and CD-ROMs 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 ICT 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 ICT CECs (e.g., BICSI 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 CECs to BICSI credential holders is consistent and satisfies its stated purpose.

RCSC – (Registration & Credentials Supervision Committee) BICSI’s credentialing program is overseen by the RCSC, which is a volunteer driven committee.

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 only acknowledge a manufacturer, distributor, etc., but shall 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 ICT 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 ICT CECs. In such instances the event, as a whole, will not be assigned BICSI ICT 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.

vILT – (Virtual Instructor-Led Training) refers to training that is delivered in a virtual or simulated environment, or when instructor and learner are in separate locations. Virtual instruction environments are designed to simulate the traditional classroom or learning experience. vILT can be conducted synchronously or asynchronously. The term is also referred to as Virtual Classroom Training (VCT).

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 sixty (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 ICT industry and specifically relate to the technical nature of one or more of the BICSI credentials. Exceptions are limited to safety, project management and 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 3.C above, will not be considered for BICSI CEC assignment or award.
- E. CECs will not be awarded for repeating the same learning activity (e.g., 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 (e.g., articles, books, research reports), mass media programs (e.g., television, radio, newspaper), 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, AVIXA, GBTA).
 - a. Only work on technical committees/sub-committees relating to the ICT Community 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 BICSI 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. 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).
- J. With the exception of 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 (e.g., 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 and 6.B 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.
- K. 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. BICSI evaluates courses every two years. Because of this practice, CECs awarded may change based on the course outline, content and evaluation.

- L. 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.
- M. Once an application package has been accepted by BICSI for review, standard processing will require up to forty-five (45) calendar days to complete. Corporate and industry applications for course providers can be expedited for an additional fee.
- N. The registration period for all credentials is three (3) years.
- O. BICSI CEC recertification requirements for all credentials are:
 - 1. RCDD = 45
 - 2. DCDC, RTPM, and Certified Trainer = 36
 - 3. OSP = 24
 - 4. RITP = 22
 - 5. ESS, NTS, WD, and Technician = 18
 - 6. Installer 2, Installer 2-Copper, and Installer 2-Optical Fiber = 15
- P. 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) qualifying BICSI conference credit during the registration period to be eligible for credential recertification. See Section 6 (BICSI 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 recertification 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 courses	One (1) BICSI CEC per contact hour	No limit
Approved manufacturer courses	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 the maximum allowed per conference
Summits, ICT Forums, powered by BICSI (formerly Region Meetings), Breakfast Clubs, Lunch and Learn events	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 11.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 or in suspended status.
 - 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, *except for requirements outlined in the RCSC Credential Suspended Period Policy*. 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 recertification period and none will be carried over into the next recertification period. This includes conference attendance credits and the associated CECs for RCDDs in the Suspended Period policy. [Click here for the full policy](#).
 - iii. No more than 1/3 of the BICSI CECs required to recertify a credential may be derived from those carried over from the previous registration period.
 - iv. Upon written request a credential holder may carry the final Fall Conference of a credential holder's recertification period over into the next recertification period. Credential holders **cannot** use the same CECs or conference attendance twice **or** split the CECs and attendance credits (i.e., use the conference attendance for the current recertification period and the CECs for the next recertification period). Both CECs and conference attendance credits must travel together into the next recertification period.
 - v. Surplus CECs earned during the qualifying period and available for carry over will not do so automatically. Requests must be submitted to credentialing@bicsi.org before the end of the suspended period in which they were earned.
- b. In extreme and unusual cases, the RCSC may grant a reinstatement, thus allowing more time to satisfy CEC requirements and avoid the forfeiture of BICSI credentials held. Circumstances under which such reinstatements 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 man-made.
 - iv. Military deployments.

Requests for reinstatement must be submitted in writing to credentialing@bicsi.org. Granting of such requests is at the sole discretion of the RCSC; supporting documentation is required to be submitted with the request.

A credential holder's credential can be in one of four (4) statuses:

- **Active** is the status in which the credential is in good standing and valid.
 - **Grace Period** is the period between the expiration of a credential and ninety (90) days post expiration of that credential.
 - **Inactive Suspended** is the period post greater than ninety (90) days post expiration of a credential through 1-year post expiration of that credential.
 - **Expired** is the status of a credential greater than 1 year from expiration of that credential.
2. All BICSI CECs earned for participation in qualified events or activities associated with a request for reinstatement may 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. 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).
 - 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.L and 3.M above).

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 (e.g., codes, standards, regulations) 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
 - The learning resources
 - a. The following are examples of interactive learning:
 - Instructor Led Training (ILT and vILT).
 - 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:
 - Learning Management Systems (LMS).
 - Video/Teleconference.
 - Web Based Training (WBT, vILT).
 - Broadcast Media.

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 CONFERENCES:

- A. BICSI credential holders can earn up to fifteen (15) CECs each time they attend any BICSI Conference. These CECs are solely for conference attendance and are independent of additional CECs that may be earned in conjunction with a conference through participation in other qualified activities conducted such as Pre-Conference Seminars.
- B. Attendance of any BICSI U.S. or Canadian Conference satisfies the mandatory qualifying conference attendance credit requirement for RCDD credential holders as set forth in Section 3. P above. In addition to the individual's physical presence at the conference, attendance, as defined for this purpose, entails the following:
 1. The credential must be active or in a suspended status.
 2. 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 of which includes suspended status).
- C. BICSI CECs for a Conference are awarded based on attendance which is determined only by the established processes which include an automated registration and attendance check-in system, event rosters, and official sign-in sheets.
 1. The event host is responsible for providing, completing and submitting the applicable attendance verification for their event as described above.
 2. All attendees, including walk-ins must be added to the applicable attendance verification (as described above) at the time of the event. If BICSI staff cannot confirm attendance, they will contact the event host for confirmation.
- D. 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 thirty (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 submitted after the deadline will not be evaluated.
- E. One-day and two-day U.S. and Canada conference registrations do not satisfy requirements for RCDD recertifications. 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
All Credential Holders	5	10

- F. To qualify as a BICSI Conference outside of the U.S. and Canada, 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 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 6.F.1 above.
 2. Each full day of the conference must provide the opportunity to earn six (6) or more BICSI CECs.
 - a. If any or all days of a BICSI Conference outside of the U.S. and Canada are partial in nature (they do not meet the definition of “Full Day” as stipulated in Section 2 above), the combined BICSI CECs available during all partial days will be combined and applied toward the conference total required in Section 6.F.2 above.
 3. All presentations and other activities planned for the conference must be submitted to BICSI for evaluation thirty (30) calendar days prior to the event and in accordance with BICSI CEC policy as set forth herein (See Section 6.C. above).
 4. BICSI CECs awarded are dependent on the educational content and will be approved in accordance with BICSI CEC policy as set forth herein.
 - a. The conference may include up to one (1) hour of non-technical presentations per full conference day. However, the content must be related to the ICT industry.

- b. One (1) BICSI CEC will be awarded for each full conference day in which a minimum of ten (10) exhibitors are open and accessible to attendees for one (1) hour or more.
5. Attendance of a conference outside the U.S. and Canada lasting:
 - a. Two (2) full-days or longer will satisfy the qualifying conference credit requirement of the RCDD credential (see Section 3.P above).
 - b. A one (1) full-day conference outside U.S. and Canada will earn 1/2 of the conference attendance credit required for the RCDD credential.
 - c. Attendance verification (e.g., event 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 thirty (30) days of receiving the attendee roster.

7. ICT FORUMS, powered by BICSI (formerly REGION MEETINGS):

- A. ICT Forums, powered by BICSI are BICSI events that can only be conducted by Region Directors.
- B. ICT Forums are one (1) full day and provide up to a maximum of six (6) CECs.
- C. Each ICT Forum 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 thirty (30) calendar days prior to the start date of the ICT Forum.
 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 ICT Forum requires a separate and unique application. Identical presentations planned for multiple ICT Forums must be submitted as unique applications for each ICT Forum.
 3. Approval of a presentation for a specific ICT Forum is, in no way indicative of future acceptance at the same or a different ICT Forum.
 4. Presentations submitted after the deadline will not be evaluated.

- F. BICSI CECs for ICT Forums 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 ICT Forums.
 2. All attendees, including walk-ins must be added to the event roster at the time of the ICT Forum. 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. CECs are to appear on each attendee's transcript no later than thirty (30) days following receipt of attendance roster for an ICT Forum.

8. 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 four (4) hours in duration and can include up to three (3) CECs.
- 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 thirty (30) calendar 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 will not be evaluated.

- E. BICSI CECs for events 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.
 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 thirty (30) days of receiving the attendee roster.

9. 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 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 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 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 9.B.1 and 9.B.2 above, training rosters will be provided by the BICSI Training Delivery & Operations (TD&O) department. Authorized trainers will verify and complete the rosters and return them to TD&O.

- b. For Sections 9.B.3 through 9.B.4 above, the training rosters will be provided by the responsible organizations, verified and completed by the CT and returned to the BICSI TD&O 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 thirty (30) days of receiving the attendee roster.

10. 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 WBT 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 and the associated end of course survey, BICSI CECs will automatically post to the credential holder’s transcript.

NON-BICSI EVENTS

11. NON-BICSI CONFERENCES:

- A. BICSI credential holders can earn up to ten (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, at 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 CECs.
- D. The quantity of ICT-related content notwithstanding, qualified non-BICSI conferences will be assigned up to three (3) BICSI CECs per full day (see “Full Day” in Definitions).

12. 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.

13. COLLEGE/UNIVERSITY CURRICULA:

- A. BICSI credential holders can earn up to one-third (1/3) of their required BICSI CECs during a recertification 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 13.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 13.A above, upon approval of college or university curriculum credits, Credential holders will be awarded BICSI CECs required for recertification of each BICSI credential in good standing or in suspended status at the time the application is approved.

One-third (1/3) of the required BICSI credential holder's CECs for recertification are:

1. RCDD = 15
 2. DCDC, RTPM and Certified Trainer = 12
 3. OSP = 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 recertification period or suspended status 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.

14. 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 recertification period or suspended status 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.

15. 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 (2) 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 BICSI® Recognition of Continuing Education Credits (CECs) for Global Events



Completed application **MUST** be received, along with all supplemental event description/syllabus and or all other materials, 30 days prior to the event.

PART 1: Event Information

Check one: BICSI Conference BICSI Tech Breakfast/Seminar Other: _____

Event name		Event location/Venue	
Primary contact		Event dates/times	
Address			
City	State/Province	Zip/Postal code	Country
Work Phone	Mobile Phone	Email	Event website

PART 2: Event Specification

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.
- Time-oriented, detailed event outline/agenda showing length of event, start time, end time, approximate time per presentation, all breaks (including meals) and any quizzes/exams.
- List of Exhibitors.

Number of Technical/Educational Content Hours/Minutes		Hours		Minutes
Number of Exhibits (if applicable)				
Exhibitor Hours/Minutes (applicable if 10 or more exhibitors)		Hours		Minutes

Event delivery (check one):

Face-to-face. Enclose detailed outline or, optionally, attach copy of event materials.

Virtual Instructor-Led Training (vILT)/Webinar. Enclose detailed outline and copy of program for review.

Other. Please describe: _____

PART 3: Review Criteria

BICSI issues continuing education credits to support recertification 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.

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:

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 **MUST** be received, along with all supplemental event description/syllabus and or all other materials, 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 minutes of approved contact minutes of instructional presentation/discussion. (e.g. Presentation, event or educational course material must relate directly to the design and/or installation of ICT systems.)

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- Presentation/content 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. 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.
- 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.
- 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.
- To qualify as a BICSI Global Conference, the following conditions must be met:
 - The conference must be contiguous in nature and, as a minimum, one (1) full day in duration. A full day is a qualified activity or event with a minimum duration of eight (8) contiguous clock hours including comfort and lunch breaks, quizzes and/or examinations. If any or all days of a BICSI Global Conference are partial in nature, the combined hours of all partial days will be combined and applied toward the conference total.
 - Each full day of the conference must provide the opportunity to earn a minimum of six (6) BICSI CECs.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour presentation would be eligible for one CEC)
- CECs are awarded based upon the printed agenda at the time of Global CEC Application submittal, not on actual event or course experience.
- Proof of Attendance – In order for credential holders to receive their earned CECs, they will have to check-in at the event and the organizer shall provide the attendance roster to BICSI. Alternatively, attendees may request a certificate of attendance for participating in an event.
- Approval of a presentation or activity for a specific event is, in no way indicative of future approval of the same presentation for a different event.

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, will have CECs denied if there is insufficient time to make the necessary changes (no less than 15 days prior to the event start date) and have the presentation resubmitted for evaluation. Presentations received after an event will not be granted BICSI CECs. An organization has the right to appeal CEC assignment or denial of CECs. Appeals should be sent to BICSI’s Program Coordination Committee.

PART 4: Acknowledgment and Authorization (Please read and check each box):

- We/I acknowledge the organization is authorized to present this event and its materials.
- We/I acknowledge the organization is authorized to request BICSI CECs or on the presenter’s behalf, and that BICSI is not responsible for the event content.
- We/I acknowledge that BICSI may also reproduce or post the event materials to its website.
- We/I acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the event at any time to ensure the it meets the specifications described above.
- We/I acknowledge that recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions the event in any way.
- We/ I understand that if the content, duration or modality of the event changes or differs from the original submission to BICSI and awarded BICSI CECs, it is the responsibility of the event provider to notify BICSI of any changes and resubmit a new Global CEC Application package for the new presentation or event. BICSI reserves the right to rescind or deny CECs for any reason at its sole discretion.

Name (please print)	Signature	Date

Submission

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

Mail: BICSI World Headquarters Attention: Global Development & Support
8610 Hidden River Parkway, Tampa, FL 33637-1000
Fax: +1 813.971.4311 or **E-mail:** global@bicsi.org

Questions:

Contact the Global Department at: +1 800.242.7405 or +1 813.979.1991; Email: global@bicsi.org.

B. CORPORATE AND INDUSTRY CEC APPLICATION FORM

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



PART 1: INSTRUCTIONS:

- Complete a separate Corporate and Industry CEC Application Form for each course/event your organization would like recognized for BICSI CECs. All supporting documentation will be accepted via email or mail. If sending multiple applications within one email, please ensure that you have titled the course/event documents appropriately. Incomplete applications will be returned to sender for completion.
- Review application fees and check the appropriate boxes for fees accordingly. All fees are listed in U.S. Dollars. **NOTE: BICSI does not accept credit card numbers via email.**
- CEC applications will not be reviewed until CEC application fees have been received.
- Notification of CEC approval may take up to 45 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.

PART 2: COURSE/EVENT ELIGIBILITY, SPECIFICATIONS and CRITERIA:

Course/Event 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 recertification 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.
- Be generic in nature and not representing or advertising one particular manufacturer or sales product. **Note: This material can only acknowledge a manufacturer, distributor, etc., but shall not be representative of a pure product sales effort.**

NOTE: Exceptions are limited to safety, project management and 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.

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

Course/Event Specifications

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

CEC Review Criteria

Courses/Events 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/event 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).

CEC Review Criteria (continued)

6. Any changes to the approved Certificate that is recognized for BICSI CECs, 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 the procedures below.
 - 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.

PART 3: 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/event in any way.

- CECs are assigned based upon represented course/event 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/event submission and will be provided with written authorization (including approved language) to promote the course/event 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 once the course/event has been reviewed and approved. A Certificate of Attendance must be provided to all attendees.
- Authorized CECs are valid for two (2) years from the date of confirmation. If the course curriculum/event changes or the course/event is no longer offered, an organization must notify BICSI immediately.
- BICSI reserves the right to audit (unannounced) any course/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 course/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, or in the event of cancellation of CECs, through the BICSI Program Coordination Committee.
- Approved courses/events will be listed on BICSI's website under the [Corporate/Industry Courses Recognized for BICSI CECs](#) CEC Search section.

Questions:

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

PART 4: 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 #		<input type="checkbox"/> Corporate Nonmember	

PART 5: Course/Event Specification

Course/Event Name *(Please limit your course name to 50 characters)*

Duration

- Less than 2 hours
- 2 hours to 1 day
- 1+ days to 3 days
- 3+ days to 5 days
- More than 5 days

Available to:

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

Type of delivery (check one):

- Instructor-led training (face-to-face) (ILT)
- Virtual Instructor-led training (instructor connected to students via an Internet connection) (VILT)
- E-learning/online/Web-based training (self-directed, interactive and technology assisted) (WBT)
Enclose detailed outline and information on how BICSI may access the course for review.
- Live Webinar
- Blended (combination of any/all of the above)

NOTE: Per BICSI's CEC Policy, recorded or on-demand webinars must contain Interactive Learning to be eligible for BICSI CECs.

Delivery Timeframe:

- One time (date)
- Ongoing (start date)

Course Cost:

- Free
- Cost of

PART 6: Course Syllabus/Outline/Description

Attach a comprehensive course/event outline or agenda (i.e., module/section timeline, break times, mealtimes, 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 7: 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 8: 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 9: Fees

Review your application fees. Pricing based on course length. All prices listed in U.S. dollars.

Course/Event Length	Corporate Member	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	Corporate Nonmember
Expedite Fee*	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Late Fee*	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200

- * Expedite Fee: Check *Expedite Fee* if the Corporate & Industry CEC Application Form is submitted less than 45 days.
- * Late Fee: The Corporate & Industry CEC Application Form for resubmission requests of courses/events previously recognized for BICSI CECs must be submitted prior to the course/event expiration date. Check *Late Fee* if the application is submitted after the expiration date. Only Application Forms for courses/events previously recognized for BICSI CECs are eligible to use the late fee option.

PART 10: Submission and Payment

Step 1: Submit the completed Corporate and Industry CEC Application Form in its entirety, including all supplemental course/event descriptions and/or materials to:

- Mail:** BICSI, Attention: Corporate and Industry CEC Administrator, Professional Development, 8610 Hidden River Parkway, Tampa, FL, USA 33637-1000 or **Email:** CECProviderApp@bicsi.org.

Step 2: Payment

An invoice will be emailed upon receiving the Corporate and Industry CEC Application Form. It will provide the option to process the payment by using one of the methods below. For your protection, BICSI does not accept credit card numbers via email.

- Call BICSI Membership and Customer Care Department at +1 813.979.1991 or 800.242.7405 (USA and Canada toll-free). Please remember to have the invoice number available when calling.
- Mail the payment information (check or credit card information) to the address provided in Step 1.

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

PART 11: Acknowledgement and Authorization (Please read and check each box):

- We/I acknowledge the organization is authorized to present this course/event and its materials.
- We/I acknowledge the organization is authorized to request BICSI CECs or on the presenter's behalf, and that BICSI is not responsible for the course/event content.
- We/I acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the course/event at any time to ensure the it meets the specifications described above.
- We/I acknowledge that recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions the course/event in any way.
- We/ I understand that if the content, duration or modality of the course/event changes or differs from the original submission to BICSI and awarded BICSI CECs, it is the responsibility of the course/event provider to notify BICSI of any changes and resubmit a new Corporate and Industry CEC Application package for the new course/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.

Name (please print)	Signature	Date

C. INDIVIDUAL CEC APPLICATION FORM**Application for BICSI® Recognition of Continuing Education Credits (CECs) for Individuals**

Please read the information beginning on page 2, 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 business 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

Full Name	Member ID
Telephone	Email

PART 2: Course Specifications/Provider Information

Event Provider			
Address			
City	State/Province	Zip/Postal code	Country
Telephone			
Event Name			
Event date(s)		Event Location	
# of CECs Requested			

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.

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.
 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 reevaluated. BICSI will not provide CECs without proof of attendance (e.g. a certificate or transcript). A receipt is not acceptable. Ensure that your submission is complete and that it provides enough description to enable reviewers to properly apply CECs.

PART 4: Signature

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

Name (please print)	Signature	Date
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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: +1 813.769.1843 or Email: credentialing@bicsi.org

Questions:

Phone: 800.242.7405 or +1 813.979.1991; Email: credentialing@bicsi.org

Requirements and Information for Submission of Courses for BICSI Recognition of Continuing Education Credits

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 recertification 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 recertification 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 Program Coordination Committee or, in the event of cancellation of CECs, through the Program Coordination Committee.

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

D. TECHNICAL COMMITTEE CEC APPLICATION FORM

Application for BICSI Recognition of Continuing Education Credits (CECs) for Technical Committees



PART 1: Meeting Information

Meeting Name: _____

Meeting Date: _____ Meeting Location: _____

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

PART 2: Meeting Outline/Syllabus/Description

Attach a comprehensive meeting outline/syllabus/description (including session seat time), plus copies of applicable meeting materials 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: Signature

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

Name (please print) Signature Date

PART 4: Submittal Information

Submit entire application, including all supplemental materials to:

Mail: BICSI, Attention: Standards
8610 Hidden River Parkway, Tampa, FL 33637-1000
Fax: +1 813.769.1843 or Email: standards@bicsi.org