

RCDD Certification Handbook

Bicsi[®]
RCDD

Version 14

Congratulations on your decision and commitment to become an RCDD. You are on your way to earning an ICT design certification that is globally recognized and highly respected in the industry.

Dedicated information and communications technology (ICT) professionals such as yourself recognize and understand that holding a BICSI credential makes a difference in your career and the ICT industry. After earning the Registered Communications Distribution Designer® (RCDD®) credential, you will be recognized as an elite professional, knowledgeable and experienced in leading-edge ICT design principles. We appreciate your professional commitment in demonstrating the highest, global standard by acquiring a RCDD certification.

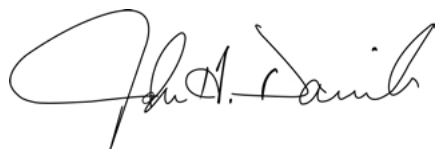
We develop and deliver the highest-quality credentialing programs that validate mastery in the field of ICT and contribute to the continued improvement of individual and organizational performance. We work closely with ICT professionals around the world to ensure that our programs are up-to-date and relevant for today's competitive business environments.

This handbook provides an overview of the RCDD credential, including eligibility and recertification requirements. You will find detailed information to help guide you through the entire certification process.

We wish you much success,



Carol Everett Oliver, RCDD, DCDC, ESS
BICSI Board President



John H. Daniels, CNM, FACHE, FHIMSS
BICSI Chief Executive Officer

For more information:
bicsi.org/credentialing

Questions:

Phone: +1 813.979.1991 or 800.242.7405
(USA & Canada toll-free)
Email: credentialing@bicsi.org

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ABOUT BICSI AND THE RCDD CREDENTIAL

BICSI is a professional association supporting the advancement of the information and communications technology (ICT) profession and currently serves more than 26,000 members and credential holders. BICSI is the preeminent resource for the Connected World. Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.

ICT encompasses the design, management, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.

Through courses, conferences, publications and professional credentialing programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services and offer opportunities for continual improvement and enhanced professional stature.

BICSI established its credential programs to provide a level of assurance to the industry and to consumers that an individual has knowledge in a designated area of information and communications technology (ICT) design or installation. Our professional designations are valued globally and are recognized throughout the ICT industry.

Established in 1984, the Registered Communications Distribution Designer (RCDD) is the gold standard of all BICSI credentials. Those who achieve the RCDD designation have demonstrated their knowledge in the creation, planning, integration, execution and/or detail-oriented project management of telecommunications and data communications technology.

RCDD Definition

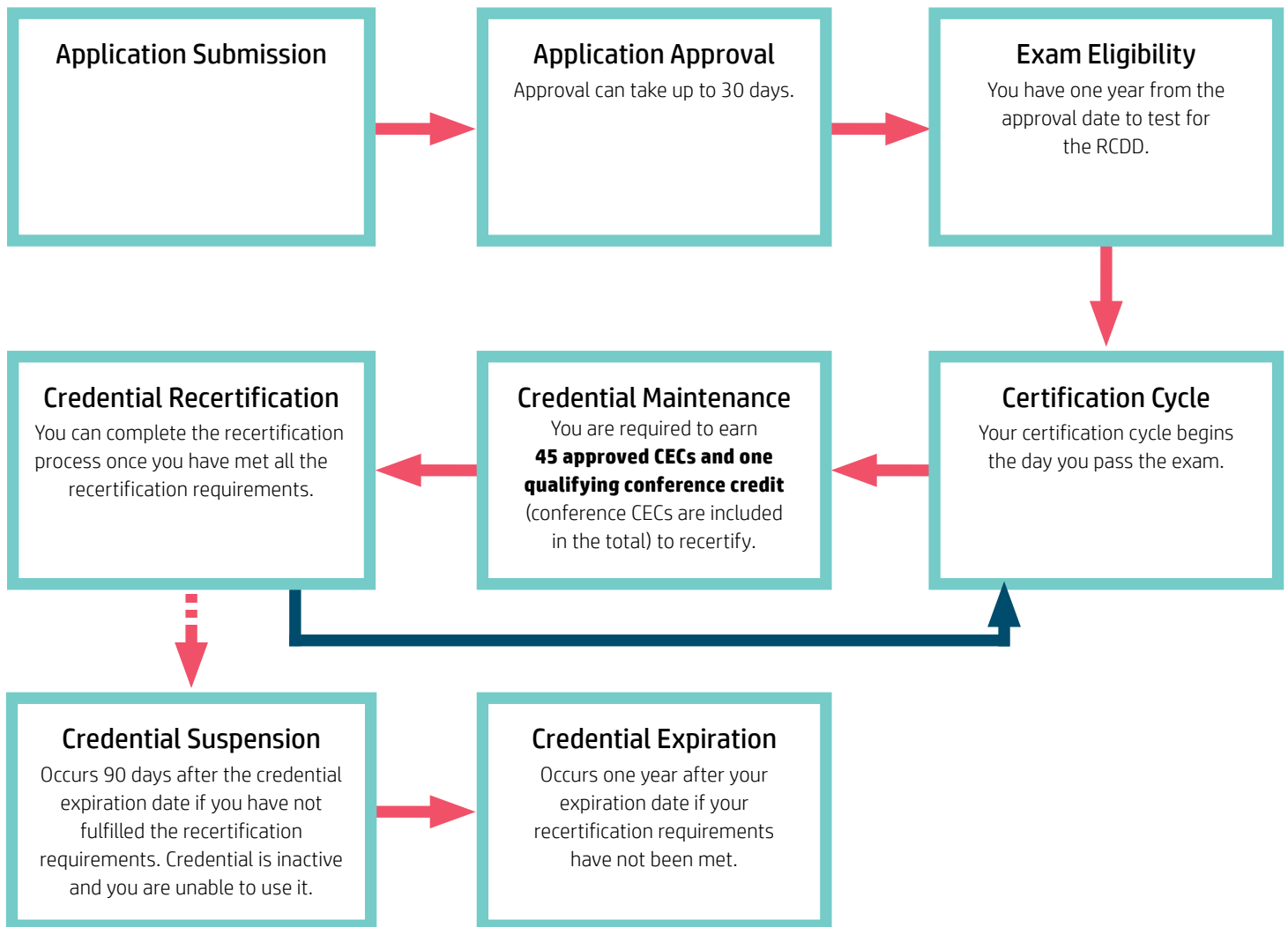
ICT/Distribution Design is the creation, planning, integration, execution and/or detail-oriented project management of information and communications technology (ICT).



What You Need to Know About the RCDD Credential

- Pinnacle designation in the ICT field
- Recognized by the ICT community and employers
- Required in bids and job requirements
- Uses the latest technologies, methods and best practices
- Opens doors and new opportunities for career growth
- Enhances credibility
- Recognized globally
- Built with your career in mind
- Meets the highest standards

RCDD CREDENTIALING PROCESS OVERVIEW



Exam Delivery Statement

Pearson VUE is the exam delivery provider of BICSI exams. Pearson VUE is the world's largest learning company with more than 35,000 employees working across the globe. They are the leader in computer-based testing, with testing centers located globally.

Non-Discrimination Policy

It is the policy of BICSI and Pearson VUE that no individual shall be excluded from the opportunity to participate in the BICSI RCDD Credentialing Program on the basis of gender, ethnic origin, national origin, religion, age or disability.

Sanctioned Countries

BICSI is committed to conducting business in compliance with the United States State Department of Foreign Assets Control (OFAC) Sanctions Programs and Country Information and the Specially Designated Nationals (SDNs) and Blocked Persons List. This includes any individual with a residence or a nationality of Iran, Syria, Crimea, Cuba or North Korea.

Individuals who present approved candidate identification during the admissions process showing a non-sanctioned country permanent residence may test and receive certifications. For more information, [click here](#).

Contact Information

All questions and requests for information about the BICSI RCDD Credentialing Program should be directed to:

BICSI, 8610 Hidden River Parkway, Tampa, Florida 33637
Phone: +1 813.979.1991 or 800.242.7405 (USA & Canada toll-free)
Email: credentialing@bicsi.org

All questions and requests for information about exam scheduling should be directed to:

Pearson VUE, 5601 Green Valley Drive, Bloomington, Minnesota 55437
Phone: 866.904.4432 (USA & Canada toll-free)
Web: pearsonvue.com/bicsi
Web (for online exams): pearsonvue.com/bicsi/onvue

Name, Address and Email Information

BICSI will send you important information through email and text. It is **your** responsibility to keep the contact information on your online BICSI Profile at bicsi.org current and up-to-date.



RCDD Credentialing Process

THE FIVE PHASES



Scope of a Registered Communications Distribution Designer (RCDD®)

The RCDD designs communications distribution systems, supervises the execution of the design, coordinates activities with the design team and assesses the overall quality of the completed communications distribution system that supports information and communications technology (ICT) solutions.

Definitions

Design is the definition of requirements, creation, planning and production of drawings and documentation to show the look and function of information and communications technology (ICT) systems.

Supervision is the observation and monitoring of the execution of a communications distribution system design throughout the implementation process.

Coordination is interfacing with multiple vendors, trades, design teams and/or stakeholders to effectively satisfy the requirements of the design.

Assessing is verifying the quality and completion of the communications distribution systems installation in accordance with the requirements and intent of the design.



PHASE 1: DECIDE

Eligibility Requirements

Applicants must meet one of the following eligibility options in order to apply for the RCDD certification exam.

Option #1: Two years of verifiable full-time work experience in ICT design **AND** a current BICSI certification holder as BICSI TECH™, RTPM®, DCDC® or OSP.

Option #2: Two years of verifiable full-time equivalent work experience in ICT design **AND** completion of two years of higher education course work in ICT. Two years of higher education course work in ICT may include:

- STEM or trade school
- Two-year degree
- ICT and industry-related programs, apprenticeships or certifications
- Military training equivalent

Evidence of completion of higher education course work includes:

- Certificates
- Diplomas
- Registrar's documentation
- Other bona fide documents

Option #3: Five years of verifiable ICT experience.

Option #3 - Definitions and Examples of ICT Experience

ICT experience encompasses the design, management, integration and installation of pathways, spaces, optical fiber and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.

ICT related work experience includes three or more the following examples:

- ICT job foreman
- Lead technician
- ICT Project manager
- ICT installation trainer
- Technician hands-on experience
- ICT installation field experience
- Laying out telecommunication spaces
- Laying out pathways
- Working with ICT designs
- Calculating distances and/or loss
 - o Cable distances
 - o Cable pathway capacity
 - o Penetration capacity
 - o Backboard/rack space
 - o Optical fiber loss
- Reviewing and understanding ICT test results
- Applying ICT standards and codes
- ICT quality assurance and control
- Reviewing and understanding ICT related drawings
- Intelligent building installation
 - o AV
 - o Security
 - o Lighting
 - o BMS/BAS
 - o Access control
 - o Fire alarm
- Specifying bill of materials (BOM)
- Writing and responding to ICT specifications equivalent.


Definitions and Examples

ICT Design related work experience includes the following:

- User requirements and needs analysis
- Site surveys
- Operational requirements, schematics or conceptual drawings
- Coordinate with Architects, Professional Engineers (PE), Authorities Having Jurisdiction (AHJ), vendors, trades, design teams and/or stakeholders
- Review and comply with standards, codes and AHJ requirements
- Review and/or creation of:
 - Request for Proposal (RFP)
 - Request for Qualification (RFQ)
 - Scope of Work (SOW)
- Detailed design, specifications and drawings including:
 - Structured cabling systems and pathways
 - Rack positioning and layout drawings
 - Grounding and bonding systems
 - Telecommunications spaces
- Project documents, including but not limited to:
 - Design drawings
 - Project specifications
 - Bill of Materials (BOM)
 - Bid documents and pricing
 - Record drawings (as-builts)
- Support and assess the installation process

Evidence of completion of higher education course work includes:

- Certificates
- Diplomas
- Registrar's documentation
- Other bona fide documents



At several points in my career, the RCDD has been a requirement for the position. With this designation, I am immediately brought to the top of the list of potential candidates.

*– Bob Ellis, RCDD, DCDC,
Project Design Engineer,
Johnson Controls, Inc. –
Building Wide Systems Integration,
Townsend, Massachusetts, USA*



Examples of ICT degree or course work could include, but are not limited to:

- Electrical
- Engineering Technology
- Computer Science
- Telecommunications
- Information Systems
- Network Systems
- Automation and Electronic Systems
- Network & Communications Management
- Management/Technical Management with Specialization in Information Technology
- Security Systems

Any submitted degree or education course work will be evaluated and qualified against the job task analysis for relevancy.

Reasons to Become an RCDD

Positive Impact on Professional Image

Higher Salary Possibilities

Recognized by the ICT Community

Expands ICT Career Field

New Job and Promotion Opportunities

RCDD Bid Requirements


You can expect an RCDD to follow current standards and best practices for improved quality and performance, including standards established and/or contributed to by: BICSI, Telecommunications Industry Association (TIA), American National Standards Institute (ANSI), National Electrical Contractors Association (NECA), American Institute of Architects (AIA) and Construction Specifications Institute (CSI).

RCDDs are required to demonstrate proficiency across a wide range of areas within structured cabling systems, including network, outside plant, wireless and electronic safety and security design, data centers and building automation systems (BAS). This expanded knowledge enables the RCDD to advise the owner/end user of the appropriate IT, AV and security requirements. The RCDD has learned to perform the design tasks related to these systems, including construction drawings and specifications.


The U.S. Courts Design Guide¹ requires that pathways and spaces be designed by an RCDD. Both the U.S. Defense Department's Unified Facilities Criteria (UFC)-Telecommunications Building Cabling Systems Planning and Design² and the Army's Technical Criteria for the Installation Information Infrastructure Architecture³ require an RCDD to provide design services.

During the Expansion of the Abu Dhabi International Airport⁴ in the United Arab Emirates it was required that the Testing Field Supervisor be an RCDD and that cabling installers have an RCDD on staff.

¹U.S. Courts Design Guide, Judicial Conference of the United States, 2007 (with 2008 revisions), Chapter 15: Building Systems, Communications Systems section, p. 15-15. ²UFC-3-58-01, 01 June 2016, Chapter 2 – Design Requirements, p. 3. ³Department of the Army—United States Army Information Systems Engineering Command—Fort Huachuca, Arizona 85613-5300, Technical Criteria for the Installation Information Infrastructure Architecture, Chapter 2.0 – Building Telecommunications Cabling Systems (BCS) Specifications, p. 2. ⁴Contract: Midfield Terminal Building – General Contractor, WBS 1.2.3.3 Tender Document: Volume 3 of 4, SPECIFICATIONS Book 12 of 24 – Division 27 - January 2011.



I honestly don't know where I would be today had I never discovered BICSI or taken advantage of all the training classes and certifications, especially the RCDD. Thanks to BICSI, my family and I can relax and enjoy my retirement and financial security.



– Terry Colegrove, RCDD, NTS, OSP, WD, Retired, Communication Infrastructure Designs, Inc., St. Charles, IL, USA

GI Bill Information

The BICSI RCDD exam may be eligible for GI Bill reimbursement for those who qualify. The VA pays only the exam costs, or up to \$2,000 for each exam. Payment is issued after you submit proof of payment to the VA. The VA will pay for exams, even if you are unsuccessful in your attempt to earn a certification. For more information, including an application for reimbursement of exam fees, please visit the BICSI Credentialing web page at bicsi.org/gibill. Please note that BICSI exam requirements and retest policies still apply.

U.S. Military Tuition Assistance Program

Through the Credentialing Opportunities On-Line Program, qualifying U.S. military members can use their ICT-related installation, design and project management experience toward earning a BICSI credential. Recognized worldwide, our certification programs help you position yourself as an expert in the ICT industry and prepare you for a lifelong career in an in-demand industry.

More information on the four available assistance programs can be found online at bicsi.org/COOL.

PHASE 2: PREPARE

RCDD V14 EXAM BLUEPRINT

RCDD v14 EXAM BLUEPRINT	% OF EXAM
Define Scope of ICT Design	10%
Design ICT Solutions	66%
Support ICT Bid/Tender Process	9%
Support ICT Installation Process	15%
Total	100%

DEFINE SCOPE OF ICT DESIGN	10%
Identify the scope of work to be performed to have a clear understanding of client Information and Communications Technology (ICT) requirements and what is in scope and out of scope.	
Design ICT systems based upon applicable codes & standards per the authority having jurisdiction and established order of precedence to ensure minimum performance specifications and legal compliance.	
Estimate ICT project costs based on scope of work to provide the owner (e.g., client, company) the necessary information for an ICT project suitable to the clients' performance and budgetary expectations.	
Estimate ICT project timeline schedule based on scope of work to provide the owner (e.g., client, company) the necessary information for an ICT project suitable to the clients' timeframe expectations.	
Assess ICT current conditions as required to determine design solutions by conducting a site survey and reviewing record documentation.	
DESIGN ICT SOLUTIONS	66%
Produce ICT design project documentation that includes the specific scope, constraints, risks and technical design for stakeholder (i.e., client, installers) review, approval and implementation.	
Locate and size ICT telecommunication spaces by reviewing drawings and/or coordinating with the project stakeholders to ensure standards compliance and/or client requirements are met.	
Coordinate ICT design with other disciplines (e.g., electrical, Heating Ventilation and Air Conditioning [HVAC]) to ensure interdependencies between systems are met and to avoid interference amongst work trades.	
Coordinate ICT work area outlet locations with project stakeholders to ensure standards compliance and/or client requirements are met.	
Specify ICT work area outlet products to ensure a design with performance-based requirements and/or client requirements from the project scope are met.	
Specify ICT horizontal transmission media to ensure a design with performance-based requirements and/or client requirements from the project scope are met.	
Calculate (size) ICT horizontal pathways to ensure standards and code compliance and/or client requirements are met.	

Specify ICT horizontal pathway types to ensure standards and code compliance and/or client requirements are met.
Coordinate ICT horizontal pathways with project stakeholders to ensure standards compliance and/or client requirements are met, and to avoid interference amongst work trades.
Specify ICT Outside Plant (OSP) backbone transmission media to ensure a design that meets performance-based requirements and/or client requirements from the project scope.
Calculate (size) ICT Outside Plant (OSP) backbone pathways to ensure standards and code compliance and/or client requirements are met.
Specify ICT Outside Plant (OSP) backbone pathway types to ensure standards and code compliance and/or client requirements are met.
Coordinate ICT Outside Plant (OSP) backbone pathways with project stakeholders to ensure standards compliance and/or client requirements are met, and to avoid interference amongst work trades.
Specify ICT premise backbone transmission media to ensure a design that meets performance-based requirements and/or client requirements from the project scope.
Calculate (size) ICT premise backbone pathways to ensure standards and code compliance and/or client requirements are met.
Specify ICT premise backbone pathway types to ensure standards and code compliance and/or client requirements are met.
Coordinate ICT premise backbone pathways with project stakeholders to ensure standards compliance and/or client requirements are met, and to avoid interference amongst work trades.
Incorporate ICT telecommunication space system requirements (e.g., server, switch, Private Branch Exchange [PBX]) into the design to ensure there is space and supporting infrastructure.
Advise the project's electrical engineer of the ICT telecommunication space electrical requirements in order to coordinate the minimum lighting, equipment load, equipment locations and backup power needs to ensure the systems' availability as per the client.
Advise the project's mechanical engineer of the ICT telecommunication space Heating Ventilation and Air Conditioning (HVAC) requirements in order to coordinate the minimum environmental needs per the client requirements and governing codes and standards.
Specify ICT telecommunication space Structured Cabling System (SCS) components (e.g., patch panels, racks) to ensure a design that meets performance-based requirements and/or client requirements from the project scope.
Design ICT telecommunication spaces to ensure standards compliance and/or client requirements are met.
Calculate (size) ICT telecommunication space pathways to ensure standards and code compliance and/or client requirements are met.
Specify ICT telecommunication space pathway types to ensure standards and code compliance and/or client requirements are met.
Coordinate ICT telecommunication space pathways with project stakeholders to ensure standards compliance and/or client requirements are met, and to avoid interference amongst work trades.
Produce ICT design documents (i.e., drawings, specifications, calculations) for the project stakeholders per the project scope.
Evaluate ICT design (e.g., Quality Assurance [QA]) to ensure standards and code compliance and/or client requirements are met.

Review ICT design documents with owner (e.g., drawings, specs) and modify as required to obtain approval to proceed with the project.	
Produce ICT Bill of Materials/List of Materials (BOM/LOM) for the project stakeholders.	
Specify ICT grounding, bonding, lightning and surge protection requirements to ensure standards and code compliance and/or client requirements from the project scope are met.	
Specify ICT system administration and labeling requirements to ensure standards and code compliance and/or client requirements from the project scope are met.	
Specify ICT system testing requirements to ensure standards and code compliance and/or client requirements from the project scope are met.	
Specify ICT firestop and penetration (Sound Transmission Class [STC] ratings) requirements to ensure standards and code compliance and/or client requirements from the project scope are met.	
SUPPORT ICT BID/TENDER PROCESS	9%
Generate ICT Request for Proposal (RFP) or Request for Quote (RFQ) for project stakeholders based on the required design to provide clear direction to prospective bidders based on project requirements and expected deliverables.	
Respond to ICT Request for Proposal (RFP) or Request for Quote (RFQ) based on the required design and other stakeholder requirements to provide a clear response on design intent and how contractual requirements are met.	
Generate ICT Request for Information (RFI) to gather further clarification of design intent or installation concerns from other project stakeholders.	
Respond to ICT Request for Information (RFI) to provide further clarification of design intent or installation concerns raised by other project stakeholders.	
Review ICT bids/tenders for completeness to the Request for Proposal (RFP) response and compliance to the design.	
Participate in additional bid/tender activities (i.e., bidders' conference, meetings, site walks) as required.	
SUPPORT ICT INSTALLATION PROCESS	15%
Produce ICT submittals for approval (i.e., product submittals, shop drawings) to ensure the defined installation documents are coordinated with stakeholders, are constructible, and deliverables comply with contract.	
Review ICT submittals (i.e., product submittals, shop drawings) to approve, reject or comment as necessary based on design criteria.	
Revise ICT submittal based on a rejection or comments.	
Participate in the procurement of ICT materials to ensure the materials match the submittals.	
Coordinate ICT installations with others (e.g., utilities, Authority Having Jurisdiction [AHJJ]) to ensure interdependencies between systems are met and to avoid interference amongst work trades.	
Perform field engineering/observations to clarify and provide direction to the installer as to where issues exist.	
Conduct ongoing ICT inspections to ensure standard and code compliance, design intent and/or client requirements are met.	
Conduct final ICT inspections to ensure standard and code compliance, design intent, and/or client requirements are met.	
Produce ICT close-out documentation for the owner to provide the record documentation of the installation.	
Review ICT close-out documentation with the owner to ensure it is accurate and complete.	

KNOWLEDGE AND SKILLS NEEDED AT CERTIFICATION

DEFINE SCOPE OF ICT DESIGN

Mediation skills

Negotiation skills

Time management skills

Budgeting skills

Skill to identify the obstacles that impact the design of pathways and spaces (i.e., interior design)

Knowledge of estimating principles

Basic knowledge of liability and risk

Knowledge of all applicable codes and standards (i.e., local, building, national, federal)

DEFINE ICT SOLUTIONS

Knowledge of data networking and cloud computing principles

Knowledge of telephony systems and principles

Knowledge of mobile and wireless computing principles (i.e., Wi-Fi)

Knowledge of client environments (i.e., federal, commercial, residential, industrial, health care)

Knowledge of TV systems (i.e., Community Antenna [or Access] Television [CATV], Master Antenna Television System [MATV], and Internet Protocol [IP]) and principles

Knowledge of AV systems and principles

Knowledge of electronic security and safety

Knowledge of paging systems and sound masking

Knowledge of design drawings and specifications (i.e., Construction Specifications Institute [CSI] Master Format)

Knowledge of architectural design process (i.e., Schematic Design [SD], Design Development [DD], Construction Documents [CD])

Knowledge of computer software (i.e., Office, Revit MicroStation, AutoCAD)

Knowledge of industry-related and currently used products

Knowledge of Disaster Recovery (DR) and Business Continuity (BC)

Knowledge of impact of converged systems on Structured Cabling System (SCS)

Knowledge of virtualization impact (i.e., server, network) on Structured Cabling System (SCS)

Knowledge of electromagnetic interference and compatibility

Knowledge of physical security concepts

Knowledge of Integrated Building Technology (IBT)

Knowledge of fiber to the x (any network)

Knowledge of the different media types (i.e., copper, fiber, wireless) and converters

Knowledge of transmission principles and associated electronics

Knowledge of distributed antenna systems (i.e., DAS)

Knowledge of system integration

Knowledge of Power over Ethernet (POE), POE+, and POE++ technologies

Knowledge of building automation systems

Knowledge of electrical principles

Knowledge of Heating Ventilation and Air Conditioning (HVAC) principles

Knowledge of pathways and spaces (i.e., types, sizes, where they can be used)

Knowledge of passive optical networks

Knowledge of fire suppression and detection

SUPPORT ICT BID/TENDER PROCESS

Presentation skills

Written communication skills (i.e., emails, reports, specification writing, technical writing)

Oral communication skills

Legal contract knowledge (i.e., types of contracts and obligations)

Electrical terms knowledge

Knowledge of architectural terminology

Knowledge of mechanical terminology

Knowledge of structural terminology

Knowledge of civil engineering terminology (i.e., outside plant)

SUPPORT ICT INSTALLATION PROCESS

Problem solving skills

Collaboration skills

Skill to review the designs of other trades (i.e., electrical, architectural)

Skill to coordinate with service providers

Knowledge of basic project management

Exam Copyright

All exam questions are the copyrighted property of BICSI. Any attempt to reproduce all or part of an exam is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the exam room, aiding others in reconstructing any portion of an exam by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that exam scores might be invalidated in the event of this type of suspected breach.

Suggested Study

No two candidates come to the exam with the same knowledge base, as ICT experience and educational backgrounds vary; therefore, it is not possible to train for or teach to the exam in its entirety. The best way to prepare is to review and study each functional area of the exam content outline for the RCDD Exam, as well as the suggested materials below:

MID-CAREER (Two to five years of experience)	ADVANCED CAREER (Five plus years of experience)
<ul style="list-style-type: none"> DD101 (or the pre-assessment): <i>Best Practices for Telecommunications Distribution Design</i> (BICSI CONNECT online course) 	<ul style="list-style-type: none"> DD101 (or the pre-assessment): <i>Best Practices for Telecommunications Distribution Design</i> (BICSI CONNECT online course)
<ul style="list-style-type: none"> DD102: <i>Applied Best Practices for Telecommunications Distribution Design</i> 	<ul style="list-style-type: none"> DD102: <i>Applied Best Practices for Telecommunications Distribution Design</i>
<ul style="list-style-type: none"> 150+ TDMM study hours 	<ul style="list-style-type: none"> 125+ TDMM study hours
<ul style="list-style-type: none"> BICSI TDMM flash cards 	<ul style="list-style-type: none"> BICSI TDMM flash cards
<ul style="list-style-type: none"> BICSI RCDD Test Preparation Course (BICSI CONNECT online course) 	<ul style="list-style-type: none"> BICSI RCDD Test Preparation Course (BICSI CONNECT online course)

Exam Specifics

Number of Questions 100

Allotted Examination Time..... 2.5 Hours

The exam contains 100 scored items which include multiple choice; multiple response and enhanced matching item types. Item options range between 3 and 5 options.

PHASE 3: APPLY - LEARN HOW TO GET STARTED!

Application Process

The following items must be completed and submitted to BICSI on your BICSI online profile.

- A fully completed online RCDD Exam Application.
- Current resumé.
- If applicable, a copy of degrees, diplomas and/or certifications.

ICT experience will be verified. Based on the verification process of your experience, BICSI reserves the right to require additional submittal as proof of experience. Failure to provide these additional requirements will result in rejection of the application.

Application Processing

BICSI processes applications in the order they are received. A nonrefundable application fee must be paid prior to submitting your application.

Please allow 30 days for approval.

Fees	PRICES*	DETAILS
Exam Application Fee (Paid to BICSI)	\$510 - BICSI Member \$725 - Nonmember	<p>Fees include: Processing of exam application, first attempt exam fee, registration and testing at any Pearson VUE location, exam score report for unsuccessful attempts, RCDD electronic certificate once certification is achieved.</p> <p>Fees do not include: Study materials, preparatory classes, study support fees, traveling expenses to and from testing centers or retest fees.</p>
Exam Retest Fee (Paid to Pearson VUE)	\$230- BICSI Member \$355 - Nonmember	Fee applies to retest at a Pearson VUE location after an unsuccessful attempt.

*Pricing is subject to change without notice.

Payment Methods

PAYMENT TYPE	METHOD FOR SENDING PAYMENT
Credit card	On your BICSI profile or over the phone.
Check or money order	Postal mail to BICSI.
Wire transfer	Email credentialing@bicsi.org for wire transfer details.

Incomplete Applications

Exam candidates whose application is submitted without all the requirements will receive an email outlining what information is missing and when it is due. The missing information must be submitted by the due date or the application will be considered incomplete and will not be accepted. The exam application fee will be forfeited.

Application Denials

An application will not be approved, and/or the candidate's authorization to test may be revoked, for any of the following reasons:

- Failure to meet the minimum eligibility requirements
- Application is incomplete
- Falsification of information on the application
- Misrepresentation of work experience or other information on the application
- Violation of testing policies and procedures

Refund Policy

Application fees are not refundable or transferable, including those found to be ineligible.

Legal Name

When submitting your application **use your full legal name as it appears on your unexpired, valid, government-issued official identification documentation.** This is the name that the testing administration site will use to verify your exam on your exam day. This is also the name that will appear on your official certification once you successfully pass the exam.

Eligibility Dates

Your application is valid for one year from the date it is approved. This is referred to as your eligibility dates in your Exam Authorization Letter.

Waiting Period

During any exam eligibility period (one year from the date of application approval), there is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

Terms and Conditions

You must agree to the following statements:

- I agree to inform BICSI, without delay, of matters that can affect my capability to continue to fulfill the certification requirements.
- In the event of a certification suspension, I will refrain from any use and/or further promotion of the certification while it is suspended.
- In the event of withdrawal or revocation of the certification, I will refrain from use of all references to a certified status.
- I will make claims regarding certification only with respect to the scope for which certification has been granted.
- I will not use the certification in such a manner as to bring BICSI into disrepute, and not make any statement regarding the certification which BICSI considers misleading or unauthorized.
- I will not use certification status or the credential in a misleading manner.
- I certify that I will not provide, receive or release any confidential exam information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.

PHASE 4: TEST

Requests for Special Accommodations

BICSI complies with the Americans with Disabilities Act (ADA) and shall ensure no individual is deprived of the opportunity to take a BICSI certification examination solely by reason of a disability as defined under the ADA. Candidates must submit a written request and recent (within the last three years) supporting documentation related to disability needs. The request and supporting documentation must be received at least 30 calendar days prior to the examination. Requests for special testing accommodations require documentation of a formally diagnosed and qualified disability by a qualified professional who has provided evaluation or treatment for the candidate.

Appeal of Denial of Request for Special Accommodations

Candidates who are denied their request for special accommodations may file an appeal with BICSI. See BICSI Credential's Appeals Process, page 26.

How to Schedule

BICSI partners with Pearson VUE to deliver the RCDD exam in a computer-based testing format. Pearson VUE will notify you of any changes to test site availability due to bad weather, technical issues or other unscheduled events.

Once your application is approved, you will receive a BICSI Exam Authorization Letter by email confirming your approval. The authorization letter includes your candidate ID, first attempt exam fee voucher, as well as scheduling information.

We encourage you to schedule your exam appointment date as soon as you are approved. Scheduling early increases the chance you will receive your preferred testing date, time and location.

When scheduling an appointment, have the following information available:

- Your name exactly as it appears on your valid, unexpired government-issued ID
- Your candidate ID number
- The name of your exam sponsor (BICSI)
- The exam for which you are approved (RCDDv14)
- Your preferred appointment date, time and location
- First attempt exam fee voucher

To schedule online, visit pearsonvue.com/bicsi and click on “create an account” or “sign in,” if you already have a Pearson VUE account.

You can also schedule on the phone. To do so, call 888.602.6941. International phone numbers may vary. Please refer to the Pearson VUE website for alternate numbers, if needed.

Rescheduling or Cancellation Policy

You must contact Pearson VUE at least one business day prior to your scheduled appointment if you would like to reschedule or cancel your testing appointment. Rescheduling or canceling less than one full business day prior to your appointment may result in forfeiting your exam fees.

Exam Fee

Your first attempt exam fee is included in your application fee and is paid directly to BICSI. The first attempt exam fee includes registration and testing at any Pearson VUE location, and an exam score report for unsuccessful attempts. In the event you are unsuccessful, exam retest fees apply and are paid directly to Pearson VUE.

Exam Identification & Conduct Requirements

The RCDD certification exam is administered in highly secure testing centers. All exam candidates will be required to provide proof of identity with an unexpired original government-issued photo ID with signature, such as a driver's license, a passport or military ID. The name and photo on the primary or secondary ID must exactly match the name on the candidate's Exam Authorization Letter.

You will be required to provide a secondary ID. The following are acceptable forms of secondary identification:

- Valid employer identification card
- Valid credit card with signature
- Valid bank card with photo

Examples of Acceptable Names on Required ID

NAME ON APPLICATION	NAME ON ID	ADMITTED TO TEST
Mohammed Saeed	Saeed Mohammed	Yes
Christine Reynolds	Christine White	No
William Rice	Bill Rice	Yes
T.J. Coleman	Thomas J Coleman	Yes
Tanya L. Sullivan	Tanya Lee Sullivan	Yes

Trained Pearson VUE proctors will supervise the exam. Irregularities observed or suspected by the proctors, or identified by subsequent statistical analysis of your answers on the exam, may result in your removal from participation in the exam or invalidation of your score. Irregularities include, but are not limited to, creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove materials from the testing room. BICSI reserves the right to investigate each incident of misconduct or irregularity.

Candidates must be able to use a computer and mouse.

Candidates are not allowed to bring any items into the testing room (phones, watches, hats, etc.). All necessary items will be available during the exam, including calculators and a whiteboard for scratch paper.

There are no scheduled breaks during the exam. If a break is needed, the break will count towards the 2.5 hours you have to complete the exam.

Confidentiality

All exam questions are the copyrighted property of BICSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute, display or share these examination questions by any means, in whole or in part.

New credential holders will be listed, by name only, in BICSI publications. Please contact us immediately if you wish to be excluded. Exam (pass/fail) results are confidential and will not be disclosed to anyone without candidate consent, unless directed by valid and lawful subpoena or court order.

When you submit your RCDD exam application, you agree to abide by the BICSI Terms and Conditions (found on page 16 of this handbook). Among other things, the Terms and Conditions address post-examination questions and discussions. It states: ***“...I certify that I will not provide, receive, or release any confidential examination information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing, or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.”***

Any such discussion would be a potential violation of the BICSI Terms and Conditions and could affect the status of your credential, up to and including revocation of your credential or permanent suspension from any BICSI credential exams.

Passing Score

The RCDD exam is designed to identify candidates with proficiency in the necessary competencies and knowledge that drives success in the ICT industry. The passing score for the RCDD exam is determined by sound psychometric analysis. The passing score is established through a process called standard-setting, during which a selected panel of experts from the ICT field who currently hold the RCDD credential conduct a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job. Their expert judgment is translated to a specific passing score on the exam using the statistical Angoff Method, a commonly used method in the credentialing industry.

Your performance on the RCDD exam will be measured against this predetermined standard. Your performance will not be measured against the performance of other individuals.

Results

After completing the examination, candidates who pass the exam will be notified of their passing status immediately at the testing facility. Candidates who are unsuccessful on the exam will be provided a score report. The score report is an explanation of your performance level on each of the topic areas covered on the exam. It is not an actual score. Each section has a different weighting based on the number of questions in each section. One section may have a smaller or larger number of questions than in the other sections. It is meant to provide you with the areas for which you may need some additional study.

Candidates who pass the exam will have an electronic certificate available for download within 3 days of passing the exam through your credential dashboard. You will also receive instructions on how to obtain your digital credential, your electronic stamp, and your RCDD logo.

Retest Information

There is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

Comments

If you would like to provide a comment on a specific question on the exam and have it reviewed by the RCSC, you may do so by making a comment in the exam using the comment feature. If you answer the question incorrectly and the committee determines a re-score, changing your final score from fail to pass, BICSI's Credentialing Department will notify you by email within 30 days of your exam. The time spent on commenting on questions is allotted in the 2.5 hour exam total time and only comments made during the exam will be reviewed.

PHASE 5: RECERTIFY

STATUS	DEFINITION
Active	The status of a current credential.
Grace Period	The period between expiration of a credential and 90 days post expiration of that credential.
Inactive Suspended Period	The period after your grace period of 90 days through one year post-expiration of that credential.
Expired	The status of a credential greater than one year from expiration of that credential.
Reinstatement	The RCSC will review and vote on reinstatement requests which have provided documentation of undue hardship preventing recertification during the standard recertification and suspension period.
Re-examination	After a credential has lapsed for greater than one year from the expiration date and has not been approved for reinstatement.

RCDD Credential Registration Period

Your RCDD credential is valid for three complete calendar years, with an expiration date of 31 December. Your credential will be valid for the remainder of that calendar year in which you first passed the exam plus an additional three years, regardless of the month in which you passed the exam. For example, if you earned your RCDD certification on 20 September 2021, your credential expiration date would be 31 December 2024.

Recertification Requirements

Recertification is an important part of any respected certification program and it is required to maintain a certification after passing the exam. Recertification helps to ensure the validity and credibility of the RCDD credential. BICSI views learning as a lifelong endeavor and places an emphasis upon continuing education as part of maintaining your RCDD status.

It is the RCDD's professional responsibility to ensure that all requirements and conditions for recertification are satisfied and submitted to BICSI prior to the credential period ending. BICSI issues recertification reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track and documenting continuing education credits (CECs) and any other requirements of the recertification process.

Within each three-year designation period, beginning when the exam is passed, all RCDDs must obtain a minimum of **45 approved CECs and one qualifying conference credit** (conference CECs are included in the total) to recertify. If you do not recertify by your designation period end date, you may no longer use your RCDD credential or represent yourself as certified.

RCDD CREDENTIALING PROCESS

Recertification Fees	PRICES*	DETAILS
Recertification Fee (Online)	\$200 - BICSI Member \$325 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must be submitted online, along with payment.
Recertification Fee (Paper)	\$230 - BICSI Member \$355 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must accompany the payment.
Recertification Late Fee (91-120 Days)	\$175	Fee applies to recertification applications submitted 91-120 days past the credential expiration date.
Recertification Late Fee (121-364 Days)	\$300	Fee applies to recertification applications submitted 121-364 days or more past the credential expiration date.
Reinstatement Fee	\$300	Fee applies to credential reinstatement.

Pricing is subject to change without notice.



Recertification Audit

BICSI has implemented a Recertification Audit Policy. Your CEC submissions are subject to random audit no later than 30 days after you recertify your credential.

ALL CREDENTIAL HOLDERS ARE SUBJECT TO AN AUDIT.

As a credentialing body, BICSI requires certification maintenance to protect the quality and integrity of the certification programs. Knowledge and skills required for competent occupational and professional performance change over time. This maintenance process encourages credential holders to remain current in their field; it increases confidence among the public, employers and other stakeholders.

BICSI requires those holding a BICSI credential to participate in certification maintenance by adhering to the recertification requirements for the credential and adhering to the **Continuing Education Credit (CEC) Program** at bicsi.org/cec in order to retain their certification.

As a BICSI credential holder, you have consented to the policies, processes and procedures of BICSI's credentialing program which includes the Continuing Education Credit Program and adherence to the terms of the audit process. This means that all CEC documentation has been reviewed by you and that you are acting in accordance to these policies and procedures.

The recertification audit serves as a method to ensure that credential holders are meeting the minimum standards to maintain the knowledge and skills needed to remain current in the field of Information and Communications Technology (ICT) in cable infrastructure and design.

Please continue to submit CECs and supporting documentation as you earn them to easily keep up with the audit process. Please maintain copies of your records for 6 (six) months after recertifying your credential in case you are randomly selected for an audit.





AFTER BECOMING AN RCDD

Use of the Designation

Professionals who have met the certification standards defined by BICSI and who maintain their credential through the recertification process are authorized to use the RCDD designation, including an RCDD stamp.

Adding your RCDD credential to your professional profile will draw special attention to your achievement, and to the time and discipline involved in pursuing and attaining your goal. You may include your credential on business cards, on resumes, on your personal web pages, in bylines for articles or blog posts and in email signatures.

DIGITAL CREDENTIAL

BICSI provides a digital credential to qualified recipients who have successfully passed their BICSI RCDD exam. BICSI digital credentials are web-enabled versions of a credential that can be verified in real time, online.

What are the benefits of a digital credential?

- Embed in bid documents to easily manage, share, and verify your learning achievements.
- Secure verification adds credibility to your achievement.
- Labor market insights connect your skills with active job opportunities.
- Access promotional offers and learning pathways available only to badge earners.

Visit the BICSI Website for more information at bicsi.org/digitalcredential.

RCDD Stamp

We encourage you to use your RCDD stamp whenever appropriate. You may view the full “How to Use your Stamp/Logo” [here](#). You are eligible to receive a complimentary digital RCDD stamp by emailing your request to credentialing@bicsi.org. You are also able to purchase a self-inking stamp through RS Rubber Stamps & Engraving*. The order form to complete is located on your credential dashboard on your BICSI Profile.

*A copy of your credentialing certificate must be included as proof of credential to process your order.

Credential Verification

The names of current credential holders are not considered confidential and may be published by BICSI. Published information may include name, city, state, country and organization. The names of all professionals holding the RCDD certification will be automatically listed in BICSI’s online Credential Holder Search Directory, searchable by city, state and country. It can be found online at bicsi.org/verify.

Records Retention

BICSI retains paper documentation for two years. You must retain copies of all documentation sent to BICSI.



Recertification Suspension Policy

A suspension period is intended to allow you the opportunity to complete your expired credentials' recertification requirements without the loss of the credential. The expired certification will instead be suspended (invalid) until all recertification requirements have been satisfied as defined below.

The suspension shall be provided automatically after 90 days past the expiration date.

You will receive a notice of expiration and placement into the suspension period. The suspension shall expire **one year** from the certification's original expiration date.

The suspension period **will not** alter the recertification period dates or change the certification's original expiration date. BICSI's website will indicate the credential holder's suspended certification during any suspended period. If proof of the suspension period is required by someone other than the credential holder (i.e. client or employer), you may log into your BICSI profile for status of your certification.

To view the Suspension Policy, in its entirety, as well as the conditions of suspension, please visit the BICSI Credentialing webpage at bicsi.org/recertify.

Reinstatement Policy for Lapsed Credential Holders

Reinstatement of a lapsed credential is allowed under certain circumstances. Eligibility is available to any credential holder who has lapsed recertification for no more than two terms past the credential's original expiration date. The procedures to reacquire your credential are as follows:

Option 1

- Retest.

Option 2

- Provide documentation for the continued work of an RCDD performed over the lapsed period.
 - List any ICT training attended during the lapsed period.
- Attend and complete the DD102 class.
- Pay reinstatement fee.

Reinstatements: The credential will remain in expired status until the completion of the requirements outlined in this policy. The lapsed credential amnesty reinstatement opportunity is available to a lapsed credential holder one time only. Any future lapsed periods will require a retest to earn certification.

General Policies and Procedures

Code of Ethics and Professional Obligations

BICSI has established the Ethics Committee, the Code of Ethics and a list of Professional Obligations to reinforce the Code. The Code of Ethics is as follows: **It is important that the BICSI members and credential holders exhibit the highest principles of ethical and professional behavior in the provision of their products and services associated with the information and communications technology (ICT) industry and in their professional interactions associated with BICSI or BICSI events.**

The below listed **Professional Obligations** serve as guidelines to assist members and credential holders to understand the meaning of the Code of Ethics. Adhering to these Professional Obligations will enhance public confidence in the integrity and service of BICSI members and credential holders.

Adherence to the **12 Professional Obligations** is mandatory.

As a BICSI member and/or BICSI credential holder, I have an ethical and professional obligation to the association, the ICT industry and its consumers. I therefore pledge to:

1. Maintain a high standard of professional conduct.
2. Protect and enhance the reputation of the BICSI organization, the credentialing program and any credential held, through my actions.
3. Not misrepresent my BICSI credential(s) nor willingly allow others to represent or use my credential(s).
4. Adhere to all relevant codes, laws, ICT industry standards and BICSI methodologies.
5. Serve all members of the public impartially, providing no substandard service, based on age, race, national origin, color, gender, sexual orientation, disability or religious belief.
6. Refrain from knowingly misrepresenting or misstating any other individual's qualifications, abilities or accomplishments.
7. Respect a client's decision in the selection of competitive services and continue to offer and provide that client with quality services, when requested.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my profession or position in accordance with all applicable laws and/or agreements.
9. Be accurate and truthful in my dealings with clients and not misrepresent the quality, availability or ability of the services I provide.
10. Be accurate, honest and truthful in the presentation of all educational material or in the preparation of material orders and product availability.
11. Provide unbiased, accurate and objective assessments for all safety and operational deficiencies that may be discovered during the performance of my services.
12. Refrain from using false and misleading statements or malicious actions that might injure another person's reputation or bring harm to their person or property.

General Policies and Procedures

BICSI Credential's Appeal Process

An appeal should be sent to BICSI's Liaison emailed to credentialing@bicsi.org Attn: RCSC Staff Liaison, within 14 calendar days from the date on the denial notification.

When a notification of intent to appeal has been received by the Staff Liaison, the RCSC Appeals Panel will be notified of the intent to appeal. The Staff Liaison will prepare a package of the related data and supporting documents and send to the Appeals Panel, within 7 calendar days.

This Appeals Panel shall reach a decision no later than 30 calendar days from the original receipt of the appeal. During the review of an appeal, should a member of the panel have a conflict of interest, that member must recuse themselves and an alternate will be assigned.

Appeals Panel

The Appeals Panel is comprised of the RCSC Chair, Vice-Chair, Secretary and Staff Liaison (non-voting).

Acts as a primary body to review appeal issues and requests made to the RCSC and may request investigations and/or further research into an issue before making a determination. Panel shall review facts of a denied reinstatement of credential(s), denial of certification exam application or exam challenge.

The Appeals Panel has three (3) options:

- Uphold the original decision.
- Amend the original decision backed by further review.
- Deny the appeal.

All Appeals Panel decisions are considered one-time exceptions and **DO NOT** represent a permanent policy change unless the RCSC subsequently formally approves a permanent change.

BICSI ANTITRUST STATEMENT

BICSI believes strongly in competition. U.S. antitrust laws are the rules under which our competitive system operates. It is BICSI's policy to comply in all respects with the antitrust laws.

Association meetings or workshops by their very nature bring competitors together. Accordingly, it is necessary to avoid discussions of sensitive topics. Agreements to fix prices, allocate markets, engage in product boycotts and to refuse to deal with third parties are automatically illegal under the antitrust laws. It does not matter what the reason for the agreement might be.

Accordingly, at any association meeting discussions of prices (including elements of prices such as allowances and credit terms), quality ratings of suppliers, and discussions that may cause a competitor to cease purchasing from a particular supplier, or selling to a particular customer, should be avoided. Also, there should be no discussion that might be interpreted as a dividing up of territories.

An antitrust violation does not require proof of a formal agreement. A discussion of a sensitive topic, such as price, followed by action by those involved or present at the discussion is enough to show a price-fixing conspiracy. As a result, those attending an association-sponsored meeting should remember the importance of avoiding not only unlawful activities, but even the appearance of unlawful activity.



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For more information:

bicsi.org/credentialing

Questions:

Phone: +1 813.979.1991 or 800.242.7405
(USA & Canada toll-free)

Email: credentialing@bicsi.org