



# RCDD® Certification Handbook

Version 15

Applications submitted after 1 July 2024

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

Dedicated 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 an 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,



David M. Richards, RCDD, NTS, OSP, TECH, CT  
BICSI Board President



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

**For more information:**  
[bicsi.org/credentialing](https://bicsi.org/credentialing)

**Questions:**

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

# Table of Contents

<b>BICSI Core Values .....</b>	<b>4</b>	<b>Phase 4: Test.....</b>	<b>19-21</b>
<b>About the RCDD Credential.....</b>	<b>5-7</b>	Request for Special Accommodations.....	19
RCDD Definition.....	5	Appeal of Denial of Request for Special Accommodations .....	19
What You Need to Know About the RCDD Credential.....	6	How to Schedule.....	19
RCDD Credentialing Process Overview.....	6	Rescheduling or Cancellation Policy.....	19
Exam Delivery Statement .....	7	Exam Fee .....	19
Non-Discrimination Policy .....	7	Exam Identification & Conduct Requirements..	20
Sanctioned Countries .....	7	Confidentiality.....	21
Contact Information .....	7	Passing Score .....	21
Name, Address, and Email Information.....	7	Results.....	21
		Retest Information.....	21
		Comments.....	21
<b>RCDD Credentialing Process .....</b>	<b>8-24</b>	<b>Phase 5: Recertify .....</b>	<b>22-24</b>
The Five Phases .....	8	Status Definitions .....	22
Scope of a Registered Communications Distribution Designer (RCDD) .....	8	RCDD Credential Registration Period.....	22
<b>Phase 1: Decide .....</b>	<b>9-11</b>	Recertification Requirements.....	22
Eligibility Requirements.....	9	Recertification Fees .....	23
Definitions and Examples .....	10	Recertification Audit.....	24
Reasons to Become an RCDD .....	10		
RCDD Bid Requirements .....	11	<b>After Becoming an RCDD.....</b>	<b>25-26</b>
GI Bill Information .....	11	Use of the Designation .....	25
U.S. Military Financial Assistance Program.....	11	Digital Credential .....	25
		RCDD Stamp.....	25
<b>Phase 2: Prepare .....</b>	<b>12-16</b>	Credential Verification .....	25
RCDD V15 Exam Blueprint.....	12-16	Records Retention .....	25
Exam Copyright.....	16	Recertification Suspension Policy.....	26
Suggested Study .....	16	Reinstatement Policy for Lapsed Credential Holders .....	26
Exam Specifics .....	16		
<b>Phase 3: Apply .....</b>	<b>17-18</b>	<b>General Policies and Procedures .....</b>	<b>27-28</b>
Application Process.....	17	Code of Ethics.....	27
Application Processing .....	17	Professional Obligations .....	27
Fees.....	17	BICSI Credential's Appeal Process .....	28
Payment Methods .....	17	Appeals Panel.....	28
Incomplete Applications.....	18	Antitrust Statement .....	Back Cover
Application Denials.....	18		
Refund Policy.....	18		
Legal Name .....	18		
Eligibility Dates .....	18		
Waiting Period.....	18		
Terms and Conditions .....	18		

# BICSI CORE VALUES

BICSI is a professional association supporting the advancement of the 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.

## Integrity ■ Service ■ Excellence

**Integrity** is defined as the quality of being honest and having strong moral principles and moral uprightness. Integrity defines who we are as a professional association. Some of the moral principles include traits such as courage, honesty, responsibility, accountability, openness, self-respect, and humility. Integrity is also defined as the state of being whole and undivided. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders must strive to do the right thing for the organization, even when no one is looking. Integrity is first because it is critical to BICSI's success, "... just as strong beams are critical to a house. If the beams are not whole, sound, or complete, if rotten is mixed with good, if termites have eaten the insides, then individual beams will break under stress; beams will fail in their relationship to other beams; nails will pull out and the house will fall."<sup>1</sup>

**Service** to the profession is important. However, BICSI takes it one step further by encouraging service before or above self because it reminds us that we are all part of something bigger than ourselves, and that is the BICSI mission. It defines what we do as a professional association. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders demonstrate the following attributes, among others:

- **Stewardship:** We plan and manage the resources entrusted to us with great care and responsibility.
- **Self-discipline:** We adhere to policies and procedures such as the BICSI Code of Ethics/ Professional Obligations.

- **Self-control:** We do not behave in a way that would discredit ourselves, our association, or the ICT profession.
- **Loyalty:** We are faithful to our BICSI commitments and voluntary obligations.
- **Inclusion:** We all help create an environment free of fear, discrimination, harassment, intimidation, or unfair treatment.

**Excellence** defines how BICSI strives to do everything it does, from beginning to end and everywhere in between. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders all have a role in ensuring BICSI provides the highest quality training and education, maintains highly credible credentialing programs, provides highly valued membership programs that meet member needs, and provides responsive customer care that exceeds service expectations. No matter what role we have, we are all responsible for doing our personal best and providing a good example to others.

BICSI will make integrity a daily practice through service above self, underpinned by excellence in everything we do to advance the information and communications technology (ICT) profession.

<sup>1</sup> Vriesenga, M. P., Maj. (n.d.). Thinking about Core Values [Scholarly project]. Retrieved November 13, 2020, from <https://www.airuniversity.af.edu/Portals/10/ASPJ/journals/Chronicles/michaelv.pdf>



# ABOUT THE RCDD CREDENTIAL

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 ICT design or installation. Our professional designations are valued globally and are recognized throughout the ICT industry.

Established in 1984, the 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

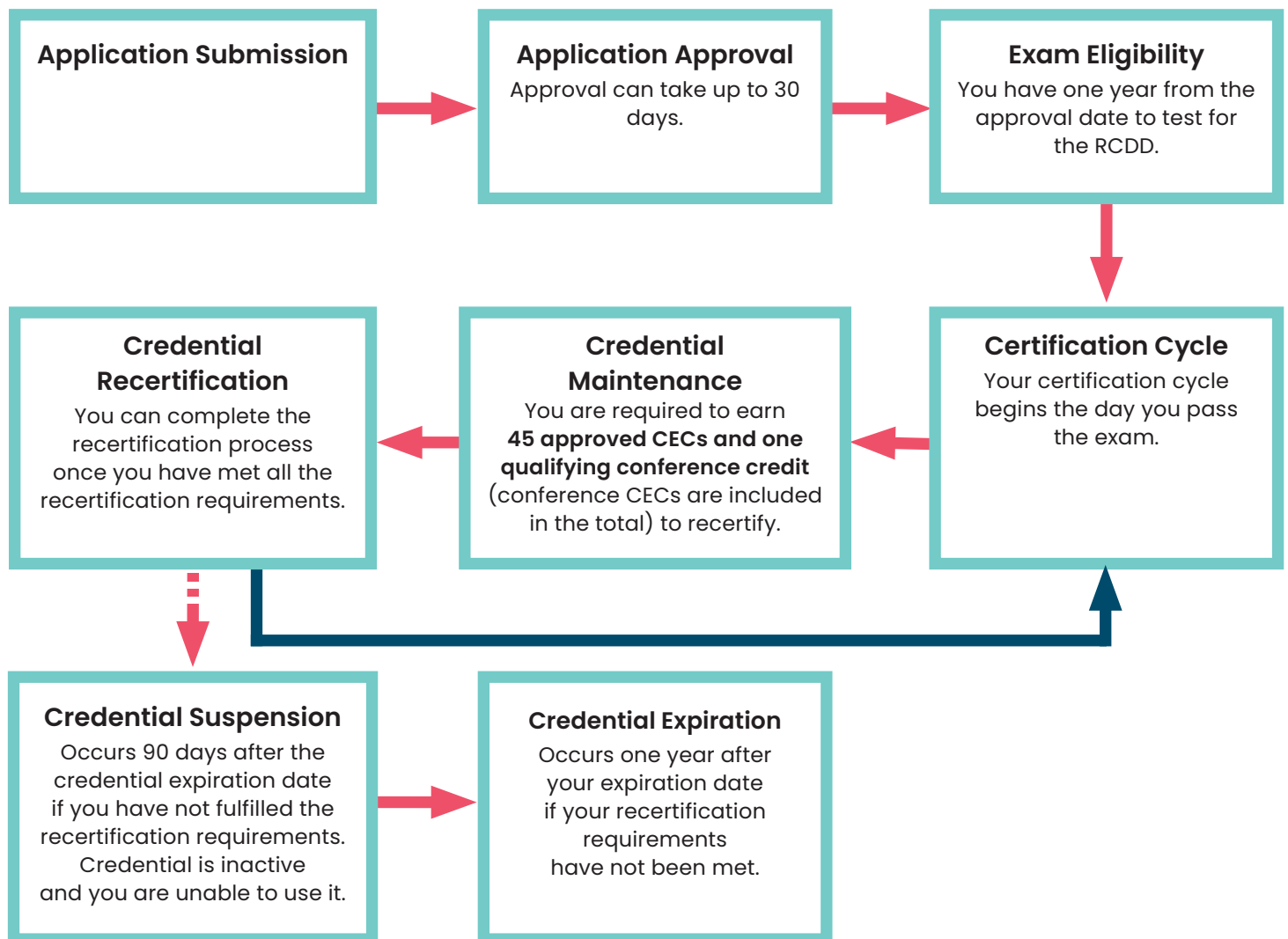
ICT Distribution Design is the creation, planning, integration, execution, and/or detail-oriented project management of information and communications technology.



## What You Need to Know About the RCDD Credential

<ul style="list-style-type: none"> <li>Pinnacle designation in the ICT field</li> </ul>	<ul style="list-style-type: none"> <li>Enhances credibility</li> </ul>
<ul style="list-style-type: none"> <li>Recognized by the ICT community and employers</li> </ul>	<ul style="list-style-type: none"> <li>Recognized globally</li> </ul>
<ul style="list-style-type: none"> <li>Required in bids and job requirements</li> </ul>	<ul style="list-style-type: none"> <li>Built with your career in mind</li> </ul>
<ul style="list-style-type: none"> <li>Uses the latest technologies, methods, and best practices</li> </ul>	<ul style="list-style-type: none"> <li>Meets the highest standards</li> </ul>
<ul style="list-style-type: none"> <li>Opens doors and new opportunities for career growth</li> </ul>	

## 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 U.S. 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 Pkwy., Tampa, Florida 33637  
Phone: +1 813.979.1991 or 800.242.7405 (USA & Canada toll-free)  
Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)

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

Pearson VUE, 5601 Green Valley Dr., Bloomington, Minnesota 55437  
Phone: 866.904.4432 (USA & Canada toll-free)  
Web: [pearsonvue.com/bicsi](http://pearsonvue.com/bicsi)

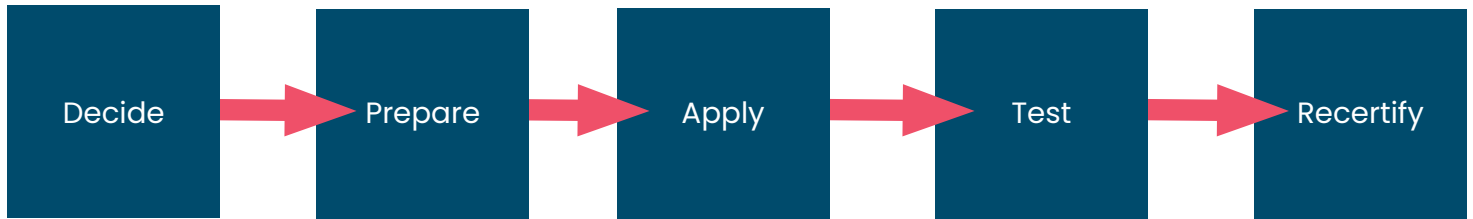
### Name, Address, and Email Information

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](http://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 ICT solutions.

### Definitions

**Design** is the definition of requirements, creation, planning, and production of drawings and documentation to show the look and function of 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 (BOMs)
- 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 (PEs), authorities having jurisdiction (AHJs), 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
  - 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 and 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

Recognized by the ICT community

New job and promotion opportunities

Higher salary possibilities

Expands ICT career field

### 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 Guide<sup>1</sup> 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 Design<sup>2</sup> and the Army's Technical Criteria for the Installation Information Infrastructure Architecture<sup>3</sup> require an RCDD to provide design services.

During the Expansion of the Abu Dhabi International Airport<sup>4</sup> 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.

<sup>1</sup>U.S. Courts Design Guide, Judicial Conference of the United States, 2007 (with 2008 revisions), Chapter 15: Building Systems, Communications Systems section, p. 15-15. <sup>2</sup>UFC-3-58-01, 01 June 2016, Chapter 2 – Design Requirements, p. 3. <sup>3</sup>Department 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. <sup>4</sup>Contract: 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 "Get paid back for test fees" webpage by [clicking here](#). Please note that BICSI exam requirements and retest policies still apply.

### U.S. Military Financial Assistance Program

Through the Credentialing Opportunities Online 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 five available assistance programs can be found online at [bicsi.org/COOL](https://bicsi.org/COOL).

**PHASE 2: PREPARE**

**RCDD V15 EXAM BLUEPRINT**

<b>RCDD v15 EXAM BLUEPRINT</b>	<b>% OF EXAM</b>
<b>Define Scope of Project</b>	<b>10%</b>
<b>Design ICT Solutions</b>	<b>63%</b>
<b>Support ICT Bid/Tender Process</b>	<b>11%</b>
<b>Support ICT Installation Process</b>	<b>16%</b>
<b>Total</b>	<b>100%</b>

<b>DEFINE SCOPE OF PROJECT</b>	<b>10%</b>
Identify the scope of work to be performed to have a clear understanding of client ICT requirements and what is in scope.	
Design ICT systems based upon applicable codes, standards per the authority having jurisdiction, and client requirements 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' time frame expectations.	
Assess ICT current conditions as required to determine design solutions by conducting a site survey and reviewing record documentation.	
<b>DESIGN ICT SOLUTIONS</b>	<b>63%</b>
Produce ICT design project documentation that includes the specific scope, constraints, risks, budget, 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 services (e.g., electrical, heating ventilation and air conditioning (HVAC)) to ensure interdependencies between systems are met and to avoid interference among services.	
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 with other services.
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 OSP backbone pathways to ensure standards and code compliance and/or client requirements are met.
Specify ICT OSP backbone pathway types to ensure standards and code compliance and/or client requirements are met.
Coordinate ICT OSP backbone pathways with project stakeholders to ensure standards compliance and/or client requirements are met, and to avoid interference with other services.
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 with other services.
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 projects' electrical engineer on 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's needs.
Advise the projects' mechanical engineer on the ICT telecommunication space's HVAC and plumbing requirements in order to coordinate the minimum needs per governing codes, standards, and the client requirements.
Specify ICT telecommunication space's Structured Cabling System (SCS) components (e.g., patch panels, racks, enclosures) 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 conflicts with other services.
Produce ICT design documents and bill/list of materials (BOM/LOM) for the project stakeholders per the project scope (i.e., drawings, specifications, calculations).
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 client (e.g., drawings, specs) and provide documented feedback.

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 requirements to ensure standards and code compliance and/or client requirements from the project scope are met.

## **SUPPORT ICT BID/TENDER PROCESS**

**11%**

Generate ICT Request for Proposal (RFPs) or Request for Quote (RFQs) 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 RFP or RFQ based on the required design and stakeholder requirements to provide a clear response on design intent and how contractual requirements are met.

Generate ICT Request for Information (RFIs) to gather further clarification of design intent or installation concerns.

Respond to ICT RFI to provide further clarification of design intent or installation concerns raised by bidders.

Review ICT proposals for completeness based on the RFP.

Participate in additional bid/tender activities (i.e., bidders' conference, meetings, site walks) as required.

## **SUPPORT ICT INSTALLATION PROCESS**

**16%**

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 other services to ensure interdependencies between systems are met and to avoid interference.

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 to the owner.

Review ICT close-out documentation with the owner to ensure it is accurate and complete.

## KNOWLEDGE AND SKILLS NEEDED AT CERTIFICATION

Time management skills
Knowledge of project timelines
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)
Knowledge of data networking and cloud computing principles
Knowledge of telephony systems and principles
Knowledge of mobile and wireless computing principles (i.e., WIFI)
Knowledge of client project applications (i.e., federal, commercial, residential, industrial)
Knowledge of TV systems (i.e., Community Antenna (or Access) Television (CATV), Master
Knowledge of AV systems and principles
Knowledge of electronic security and safety
Knowledge of paging systems and sound masking
Knowledge of design drawings & specs (i.e., Construction Specifications Institute (CSI) Master Format)
Knowledge of architectural design process (i.e., Schematic Design, Design Development, Construction Documents)
Knowledge of computer software (i.e., Office, Revit Microstation, AutoCAD)
Knowledge of industry-related and currently used products
Knowledge of impact of converged systems on Structured Cabling System (SCS)
Knowledge of virtualization impact (i.e., server, network) on 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 pathways and spaces (i.e., types, sizes, where they can be used)
Knowledge of passive optical networks
Knowledge of fire suppression and detection
Knowledge risk/gap analysis
Knowledge of environmental factors (e.g., seismic, hazardous materials)

Knowledge of sustainability
Knowledge of clash detection
Knowledge of lighting
Knowledge of data center design
Presentation skills
Written communication skills (i.e., emails, reports, specification writing, technical)
Oral communication skills
Electrical terms knowledge
Knowledge of services terminology (e.g., structural, architectural, civil engineering)
Knowledge of market conditions
Problem solving skills
Collaboration skills
Skill to review the designs of other services (i.e., electrical, architectural)
Skill to coordinate with service providers/carriers
Knowledge of basic project management
Knowledge of measurement and testing

### 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:

<b>MID-CAREER (Two to five years of experience)</b>	<b>ADVANCED CAREER (Five-plus years of experience)</b>
<ul style="list-style-type: none"> <li>• DD101 (or the pre-assessment): Best Practices for Telecommunications Distribution Design (BICSI CONNECT online course)</li> </ul>	<ul style="list-style-type: none"> <li>• DD101 (or the pre-assessment): Best Practices for Telecommunications Distribution Design (BICSI CONNECT online course)</li> </ul>
<ul style="list-style-type: none"> <li>• DD215: Applied Intelligent Building Design</li> </ul>	<ul style="list-style-type: none"> <li>• DD215: Applied Intelligent Building Design</li> </ul>
<ul style="list-style-type: none"> <li>• 150+ TDMM study hours</li> </ul>	<ul style="list-style-type: none"> <li>• 125+ TDMM study hours</li> </ul>
<ul style="list-style-type: none"> <li>• BICSI TDMM flash cards</li> </ul>	<ul style="list-style-type: none"> <li>• BICSI TDMM flash cards</li> </ul>
<ul style="list-style-type: none"> <li>• BICSI RCDD Test Preparation Course (BICSI CONNECT online course)</li> </ul>	<ul style="list-style-type: none"> <li>• BICSI RCDD Test Preparation Course (BICSI CONNECT online course)</li> </ul>

### Exam Specifics

Number of Questions ..... 100  
Allotted Examination Time ..... 2.5 Hours

The exam contains 100 scored items that include multiple choice; multiple response; and enhanced matching item types. Item options range between three and five 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 résumé.**
- 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
<b>Exam Application Fee</b> (Paid to BICSI)	\$510 - BICSI Member \$725 - Nonmember	<p><b>Fees include:</b>                      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><b>Fees do not include:</b>                      Study materials, preparatory classes, study support fees, traveling expenses to and from testing centers or retest fees.</p>
<b>Exam Retest Fee</b> (Paid to Pearson VUE)	\$230 - BICSI Member \$355 - Nonmember	Fee applies to retest at a Pearson VUE location after an unsuccessful attempt.

\*Pricing is listed in U.S. dollars and 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 <a href="mailto:credentialing@bicsi.org">credentialing@bicsi.org</a> 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**

### **Request 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 28.

### **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 (RCDDv15)
- Your preferred appointment date, time, and location
- First attempt exam fee voucher

To schedule online, visit [pearsonvue.com/bicsi](https://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**

<b>NAME ON APPLICATION</b>	<b>NAME ON ID</b>	<b>ADMITTED TO TEST</b>
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 as scratch paper.

There are no scheduled breaks during the exam. If a break is needed, the break will count toward 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 18 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 three 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
<b>Active</b>	The status of a current credential.
<b>Grace Period</b>	The period between expiration of a credential and 90 days post-expiration of that credential.
<b>Inactive Suspended Period</b>	The period after your grace period of 90 days through one year post-expiration of that credential.
<b>Expired</b>	The status of a credential greater than one year from expiration of that credential.
<b>Reinstatement</b>	The RCSC will review and vote on reinstatement requests that have provided documentation of undue hardship preventing recertification during the standard recertification and suspension period.
<b>Re-examination</b>	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	\$225 - BICSI Member \$385 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must be submitted online, along with payment.
Recertification Late Fee	\$175	Fee applies to recertifications completed six months to one year past the credential expiration date.
Reinstatement Fee	\$300	Fee applies to credential reinstatement.

\*Pricing is listed in U.S. dollars and 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 **CEC Program** at [bicsi.org/cec](https://www.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 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 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 résumés, 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](https://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](mailto: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 Verify/Search a Credential Holder Directory, searchable by city, state, and country. It can be found online at [bicsi.org/verify](https://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](https://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: Applied Intelligent Building Design training course.
- 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 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 honestly 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 my or 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, quantity, cost, 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](mailto: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 seven 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 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.



©BICSI, 2024. All rights reserved.  
BICSI and RCDD are registered trademarks  
of BICSI, Inc. The RCDD® Certification Handbook  
and its contents are the property of BICSI.

**For more information:**  
[bicsi.org/credentialing](https://bicsi.org/credentialing)

**Questions:**

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