

BICSI Credential Renewal Application



BICSI views learning as a life-long endeavor and places an emphasis upon continuing education as part of maintaining credentials and certifications. Within each three-year registration period (after the exam is passed), all credential holders must obtain BICSI offered or recognized continuing education credits (CECs). These CECs must be of a technical nature and directly related to the particular area of specialty within the information technology systems (ITS) industry. Credential holders must complete this requirement in order to renew their credential.

Credential	Renewal Cycle	CECs	Additional Requirements	Renewal Fee	
Registered Communications Distribution Designer (RCDD®) *RCDD Retired, see page 3	3 years	45	Attendance at one BICSI conference within each three-year registration period.	Member	\$125
				Nonmember	\$300
Registered Information Technology Professional (RITP™)	3 years	45	Attendance at one BICSI conference within each three-year registration period.	Member	\$125
				Nonmember	\$300
Data Center Design Consultant (DCDC)	3 years	24	None	Member	\$125
				Nonmember	\$300
Electronic Safety and Security (ESS) Designer	3 years	36	None	Member	\$125
				Nonmember	\$300
Network Technology Systems (NTS) Designer	3 years	36	None	Member	\$125
				Nonmember	\$300
Outside Plant (OSP) Designer	3 years	24	None	Member	\$125
				Nonmember	\$300
Wireless Designer (WD)	3 years	36	None	Member	\$125
				Nonmember	\$300
ITS Installer 2	3 years	15	None	Member	\$75
				Nonmember	\$100
ITS Installer 2, Copper	3 years	15	Required to complete the <i>On-the-Job Training (OJT) Booklet</i> within the first three-year registration period.	Member	\$75
				Nonmember	\$100
ITS Installer 2, Optical Fiber	3 years	15	Required to complete the <i>On-the-Job Training (OJT) Booklet</i> within the first three-year registration period.	Member	\$75
				Nonmember	\$100
ITS Technician	3 years	18	Required to complete the <i>On-the-Job Training (OJT) Booklet</i> within the first three-year registration period.	Member	\$75
				Nonmember	\$100

A late fee of \$50 will apply for all renewals completed 60 days after the expiration date. Pricing subject to change by BICSI at anytime and without notice.

Note: ITS Installer 1 certifications cannot be renewed. Applicants are urged to continue with the program and test for an Installer 2 certification. Renewal cycle and CEC hours are subject to change. Check your certificate or verify your status on the BICSI website to be sure of your expiration date.

CEC Information

Qualifying CEC activities include:

- BICSI Instructor-led courses
- BICSI CONECT (Web-based training)
- BICSI Conferences
- BICSI Region Meetings, Breakfast Clubs, Pub Clubs and Lunch & Learns
- BICSI Technical Committee work
- Other vendor training related to the industry and credential (Web and instructor-led only)

CEC Policy and Requirements

- Requests for CECs from non-BICSI courses are reviewed by BICSI Master Instructors. Credential holders, **not** the course vendors, are required to submit to BICSI an individual CEC application, a comprehensive course outline/syllabus and dated copy of the course completion certificate.
- CECs will not be given for the award of a designation based solely on the successful completion of an examination, even if the designation is directly related to the ITS industry. The purpose of CECs is to show proof of training in the technologies and/or the methods and procedures involved in ITS.
- CECs for a BICSI preparatory course immediately preceding an examination will be given to those who successfully complete that particular exam.

BICSI policy on CEC evaluation and assignment is based on the following conditions:

- All material must be related to subject material applicable to the information technology systems industry and to related areas of technology.
- A completed individual CEC application is required.
- A printed course outline, syllabus or curriculum is required for content to be accurately evaluated and CECs assigned. Printed sales brochures lack detail and will not be accepted for evaluation.*
- An agenda is required to determine the time devoted to the presentation of the various topics of the outline, syllabus or curriculum.*
- A certificate of completion must be provided as proof of course attendance and completion.
- One CEC will be granted for each sixty minutes of instructional presentation (60 minutes of actual classroom time).
- CECs are offered in whole units. Partial units are rounded down.
- BICSI reserves the right to make unannounced audits of any course for which it has granted CECs.

*BICSI needs only the certificate of completion for pre-evaluated outside vendor courses. Many vendor courses are recognized for BICSI CECs. Visit www.bicsi.org/outsidevendors for a complete list.

BICSI reserves the right to rescind all CECs from any course determined to violate copyright or trademark laws.

Appeals for CEC assignments can be made to the Educational Advancement Committee or to the BICSI Curriculum Dev. Manager. Improprieties should be reported to the Ethics Committee.

CEC Accumulation and Carryover

The Registrations and Credentials Supervision (RCS) Committee will allow CECs acquired in the last quarter (final 3 months) of the renewal period to be carried over into the next renewal period based on the following conditions:

- CECs from a course will not be split up for any reason. If a person needs 3 CECs and they take a single course for 12 CECs, then the entire 12 CECs will be applied to the current renewal and none will be carried over. No exceptions will be made.
- CECs from whole courses (not to exceed 15 for RCDD, 15 for RITP, 10 for Designers or 3 for Installer/Technician) that are beyond what's needed for renewal can be carried over into the next renewal period if the courses have been completed in the last quarter (final 3 months) of the renewal period.
- Carryover CECs are not automatically carried over. It is the credential holder's responsibility to contact BICSI and request the carryover.

Renewal Information

- BICSI will send reminder notices as a courtesy. Please notify BICSI of address, email and phone number changes.
- The absence of a renewal reminder notice does not waive the requirement and will not service as an appeal to revocations.
- Continuing education must be reported on or before the expiration date to prevent the credential from being revoked.
- A renewal form must be completed and returned to BICSI after completing the CEC/conference renewal requirement accompanied by renewal fee. The completed form must have the credential holder's signature.

Credentialing policies are created by the RCS Committee. The committee provides ongoing oversight to the programs and periodically reviews and revises the policies to ensure the practical and equitable applications of the renewal procedures.

RCDD Retired

To qualify for the RCDD Retired status, the individual must be a current RCDD or RCDD Retired and have a current Retired membership status.

To come out of RCDD Retired status, individuals must reapply and pass the RCDD exam, unless they are within their first renewal cycle. If within the first renewal cycle, the RCDD Retired would need to complete the CEC and conference renewal requirements of the RCDD by their expiration date.

Opt-in and renewal requirements for the RCDD Retired:

- Must be a current RCDD or RCDD Retired
- Must have a current Retired membership status
- Must adhere to BICSI's Code of Ethics
- Must complete and submit the credentialing renewal form
- No CECs or conference attendance is required
- No RCDD Retired renewal fee

Once an individual has obtained the RCDD Retired status, they will be authorized to use the following:

- RCDD Retired logo
- RCDD Retired ribbon at BICSI Conferences
- RCDD Retired status will appear in BICSI website search engine
- RCDD Retired status will appear behind name on BICSI literature

Individuals with the RCDD Retired status will not receive a certificate or credentialing stamp and may only use the Retired logo associated with their name with any type of media.

BICSI Code of Ethics

The BICSI Code of Ethics is based on interrelated principles of professional responsibility that apply throughout the world.

These principles assume that just societies are governed by a profound respect for human rights and the rule of law. In addition, these principles support the thought that ethics, the criteria for determining what is right and wrong, can be agreed upon by members of an organization and that understanding matters of taste requires sensitivity to cultural norms.

BICSI has established the Ethics Committee and this Code of Ethics to reinforce the BICSI position on the importance of its members and BICSI credential holders exhibiting the highest principles of ethical and professional behavior in the provision of their products and services associated with the information technology systems industry. Therefore adherence to the BICSI Code of Ethics, the RCDD Standards of Conduct, the RITP Standards of Conduct, the Design Standards of Conduct and the Installer/Technician Standards of Conduct, as applicable, is required.

Principles for BICSI General Membership and BICSI Credential Holders

- Disclose any conflict of interest as soon as you become aware of the conflict.
- Be truthful and accurate in all statements and other forms of communication made for professional purposes.
- Accept responsibility for your actions, whether verbal, written or physical.
- Acknowledge the work(s) of others and give them proper credit for their work.
- Avoid false and misleading statements or malicious actions that might injure another person's reputation or bring harm to their person or property.
- Never represent yourself as, or make reference to, being a credential holder unless you are a legitimate recipient, in good standing, of that designation.
- Avoid, at all times, misrepresenting or overstating either my own or another's qualifications, abilities or accomplishments.
- Treat all individuals fairly and with respect to their person or position. Do not discriminate against an individual based on age, race, national origin, color, sex, sexual orientation, disability or religious beliefs.

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.

Credentialing Renewal Form

Please print clearly. This address is where your renewal packet will be sent.

Name _____ Member/Customer # _____

Address _____

City _____ State/Province _____ Zip/Postal code _____ Country _____

Telephone _____ Email _____

Select Credential(s) for Renewal

- | | |
|---|---|
| <input type="checkbox"/> RCDD Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> Wireless Designer Renewal Fee \$ _____ Expiration Date: _____ |
| <input type="checkbox"/> RITP Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> Installer 2 Renewal Fee \$ _____ Expiration Date: _____ |
| <input type="checkbox"/> DCDC Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> Installer 2, Copper Renewal Fee \$ _____ Expiration Date: _____ |
| <input type="checkbox"/> ESS Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> Installer 2, Optical Fiber Renewal Fee \$ _____ Expiration Date: _____ |
| <input type="checkbox"/> NTS Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> Technician Renewal Fee \$ _____ Expiration Date: _____ |
| <input type="checkbox"/> OSP Renewal Fee \$ _____ Expiration Date: _____ | <input type="checkbox"/> RCDD Retired Renewal Fee \$ 0 Expiration Date: _____ |

CEC Information (Check one)

- I have obtained the required CECs and they are currently in my transcripts.
- I have submitted to BICSI all of my continuing education documentation and I am awaiting CEC assignment. Note: Renewal application will not be processed until the CECs have been assigned.
- My CEC documentation is attached to this renewal form.

Additional Renewal Requirements

- RCDDs and RITPs are required to attend at least one BICSI conference during each renewal period.
 - RCDD Retired must have membership status of Retired.
 - Installers and Technicians are required to complete the *On-the-Job Training (OJT) Booklet* within the first three-year registration period.
 - Completed *OJT Booklet* is included with this renewal form.
 - Complete *OJT Booklet* has previously been submitted to BICSI.
 - Complete *OJT Booklet* will be submitted separately.
- Note: Renewal applications will not be processed until the *OJT Booklet* has been received and reviewed by BICSI.

A late fee of \$50 will apply for all renewals received 60 days after the expiration date.

I hereby attest that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the credential. This application must be signed and dated for before it will be processed. By signing, I am confirming that I have read the BICSI Code of Ethics on Page 3 and agree to adhere to them.

Applicant signature _____ Date signed _____

Submit to: BICSI, Attn: Credentialing Dept., 8610 Hidden River Parkway, Tampa, FL 33637-1000; Fax: +1 813.769.1843; Email: credentialing@bicsi.org

Payment Section

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Call BICSI's Accounting Dept. for instructions on wiring funds.) For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information instead.

Total to be paid \$ _____
 Check or Money Order Enclosed
 Visa MasterCard American Express Diner's Club Discover

Internal Use Only

Cardholder name (as the name appears on the credit card) _____ Cardholder signature _____

Credit card number _____ Expiration date _____ Card billing zip code (required) _____