

Become a BICSI Registered Telecommunications Project Manager (RTPM)

Congratulations for making the decision to advance your career through the BICSI Telecommunications Project Management program. Whether you are new to the industry or a 20-year veteran, this is an opportunity that fits your needs. In this document you will find information about the RTPM examination, including requirements and fees, and an exam application. As part of the handbook, we have also included the BICSI Code of Ethics, Principles for BICSI General Membership and Credential Holders and the BICSI Antitrust Statement.

The RTPM(i) exam is the interim examination in place until the launch of the RTPM credential later this year. Individuals that pass the RTPM(i) exam will have demonstrated proficiency in Telecommunications Project Management.

All RTPM(i)s will automatically become RTPMs once the credential is launched.

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 principals 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 system industry. Therefore, an adherence to the BICSI Code of Ethics, the RCDD Standards of Conduct, the RITP Standards of Conduct, the Designer Standards of Conduct and the Installer-Technician Standards of Conduct, as applicable, is required.

Principles for the 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 communications 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 your own or another party'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 belief.

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.

Prerequisite Requirements

To sit for the RTPM(i) examination, you must have:

- A minimum of two years approved and verifiable Project Management experience. Experience must be within the last six years.

Application Process

The following items must be completed and submitted to BICSI World Headquarters:

- A fully completed RTPM(i) Examination Application submitted 30 calendar days before exam date (see pages 7-10).
- A nonrefundable credentialing fee must accompany your application. This includes the cost of sitting for the examination.
- Three dated letters of reference with contact telephone number and e-mail:
 - One personal reference.
 - One from a client or customer for whom you have recently completed project management work. The letters are to explain your project management qualifications by providing specific details of the project management work performed. It should include a summary of the scope of the project, the project's location, how you were involved in the project, when the project was completed and the level of the client's satisfaction.

Generic details such as, “he did good work for us” or “he helped us with the project” are so general they are meaningless and will NOT be accepted by BICSI.

- One from your current employer stating your project management experience, and the length of time that you have been actively employed as a project manager. If you are self-employed or a principal of your company, you must provide an additional letter from a client for whom you have performed project management work.

Letters that are not specific or cannot be verified as stated will result in rejection of the application and/or an ethics investigation of involved BICSI members if references are found to be fraudulent. Based on the verification process of your Project Management experience, BICSI reserves the right to require additional submittals as proof of experience.

Cancellation/Transfer Policy

Examination fees are refundable if written cancellation/transfer is received six business days prior to the examination date. Any cancellation/transfer received within five business days prior to the scheduled exam date will forfeit the examination fee. Cancellations/transfers must be submitted in writing by email to bicsi@bicsi.org or by fax to +1 813.971.4311.

Fees

Credentialing Fee.....	\$345 Member \$545 Nonmember
Examination Retake Fee.....	\$130 Member \$305 Nonmember
Renewal Fee.....	\$125 Member \$300 Nonmember
Application Late Fee.....	\$50 Member \$50 Nonmember

All fees must accompany application. All prices are listed in U.S. dollars.

Suggested Exam Preparation

PM110: Telecommunications Project Management is recommended before taking the RTPM(i) exam.

BICSI RTPM(i) Examination Application Timeframe

Your application is valid for a one-year period from the date of approval. You have up to one year to pass the RTPM(i) exam, or the RTPM exam, when the RTPM exam replaces the RTPM(i) exam.

Should a retake be necessary during that period, you have an unlimited number of attempts to successfully pass the exam. Each exam retake does require the appropriate retake fee. Additionally, if you are unsuccessful after your third (and each subsequent third) attempt, you must wait 90 days before you can retake the exam. Finally, if you do not successfully pass within your one-year period, you must wait 90 days to reapply for the exam. New application and letters of reference must be submitted after one-year application period expires.

NOTE: If the RTPM(i) examination is not passed by the time the RTPM credential is released, you will be required to take the RTPM exam as your retake, if necessary.

The RTPM(i) Examination

The RTPM(i) exam is currently based on the subject matter covered in the PM110: Telecommunications Project Management course. The exam is written, closed-book and timed. There are 60 questions and you are allowed 75 minutes to complete.

The examination packet is structured to allow you to challenge a question that you think may be unclear, confusing, or incomplete.

After the Exam

Exam Results

Exam results are available by calling BICSI Customer Service on the Thursday afternoon following the exam.

If you successfully pass the exam, a letter and RTPM(i) certificate will be mailed to you within three weeks of taking the exam. You will automatically become a BICSI RTPM when the credential is launched, and another certificate will be mailed to you at that time. The RTPM credential is valid for three full calendar years.

If you did not successfully pass the exam, a letter will be mailed to you within three weeks of taking the exam. You will need to reschedule the written exam by calling BICSI Customer Service.

NOTE: If the RTPM(i) examination is not passed by the time the RTPM credential is released, you will be required to take the RTPM exam as your retake, if necessary.

Renewal Requirements

The RTPM credential is valid for three full calendar years.

- 36 RTPM Continuing Education Credits (CECs) during each renewal period. The CEC renewal requirement will not begin until the RTPM credential is officially launched.
- Submission of a completed Credentialing Renewal form, including renewal fee.

Responsibility for Renewal

It is the RTPM's professional responsibility to ensure that all requirements and conditions for renewal are satisfied and submitted to BICSI prior to designation expiration. BICSI issues renewal reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track of dates, CECs and any other requirements of the renewal process.

Renewal Extensions

BICSI does not normally approve requests for renewal extensions. Last minute extension requests due to job demands, company budgets and changes in employment status, marital status, personal finances, mailing addresses and other personal or professional reasons are not considered to be valid reasons. Issues involving a severe hardship such as a major medical emergency in the immediate family, natural disaster or military deployment into a remote or hazardous area will be considered on a case-by-case basis. All extension requests must be documented, verifiable, and submitted prior to designation expiration date. A decision on the status of the request will be made in writing.

Suggestions to Ready Yourself for Exam Day

There is more to exam preparation than knowing the material and the technology. People need to prepare themselves physiologically and emotionally for the challenge. Stress, anxiety, tension and fatigue can have a significant adverse impact on an individual's test performance. Memory, clarity of thought and mental alertness are directly affected by the physical and emotional condition of the individual.

This exam is important to you. Once you have studied and prepared your mind for the task, it is important that you prime your body. Listed below are a few tips intended to help you maximize your effort.

The night before an exam:

- Get a good night's rest, but do not oversleep. A tired person often has problems trying to focus on concepts, especially the abstract. Oversleeping lends itself to lethargy or confusion, and may reduce comprehension.
- Avoid the consumption of alcohol. The ingestion of any amount of alcohol the night before an exam is probably too much.

The day of the exam:

- Do NOT study the day of the exam. Last minute “cramming” can increase anxiety and decrease self-confidence which may result in the unfortunate effect of reducing test performance.
- Eat a light-to-moderate breakfast (avoid large meals). Hunger is a distraction. Overeating makes a person sluggish.
- Avoid drinking too much coffee. Caffeine, in large quantities, can affect comprehension and can cause stomach and urinary tract discomfort.
- Relax. Do some light-to-moderate exercises (avoid strenuous exercise). Read a newspaper or a magazine, or listen to music.
- Allow yourself plenty of time to travel to the testing facility. Plan to arrive early. Rushing can raise a person’s blood pressure, heart rate and stress level.
- Avoid work-related issues if possible. Problems at work can be a major distraction and can seriously affect your ability to concentrate on the tasks at hand.

During the exam:

- Take a stretch break during the exam.
- Be cautious about changing your answers. It is a well-known fact that people on average, will change more correct answers to wrong answers than vice versa. Change an answer only if you have a strong reason to believe that your marked choice was incorrect. This behavior is typically the result of spending too much time on a question resulting in the tendency to “over think” the problem and read more into the question than is required.
- If you are unsure of an answer, “flag it” and return later. Make sure to allow yourself the time needed to review the flagged questions.

Personal Data

Name BICSI member number (if applicable)

Company name Email

Business address

City State/Province Zip/Postal code Country

Home address

City State/Province Zip/Postal code Country

Phone (Business) (Home) (Mobile) Fax

Project Management Work Experience

Begin with current position. Last six years only.

1. _____ From: _____ To: _____

Description of duties: _____

2. _____ From: _____ To: _____

Description of duties: _____

3. _____ From: _____ To: _____

Description of duties: _____

Other Qualifications

List professional designations (i.e., licenses, certifications, etc.), awards, honors, membership in honorary societies, publications, consulting work in a professional field, etc. Use additional sheet if necessary.

The undersigned applicant hereby agrees to be bound by the following terms and conditions as they pertain to the BICSI RTPM(i) examination that is being applied for:

1. No re-evaluation of the examination of the undersigned applicant shall be undertaken by BICSI, its agents or employees unless a written request for re-evaluation is received by BICSI at 8610 Hidden River Parkway, Tampa, Florida 33637-1000, before the expiration of December 31, 2011, of the examination in question.
2. If disputes concerning any aspect of the RTPM(i) exam arise between the applicant and BICSI, they shall be adjudicated in Hillsborough County, Florida.
3. If the applicant does not adhere to BICSI exam guidelines, BICSI has the right to negate the exam and prohibit the applicant from taking subsequent exams.
4. The information on this application is accurate in its description and made with the knowledge and understanding of the BICSI Code of Ethics and the Principles of the General Membership and Credential holders.

Signature: _____ **Date:** _____

(Application will NOT be processed without signature.)

Specify the date and location at which you'd like to sit for the exam. _____

Application Checklist

- Completed the RTPM(i) Examination Application (must be received 30 calendar days before preferred exam).
- Three letters of reference.
- Credentialing fee: US\$345 Member; US\$545 Nonmember (paid at time of application).
- Specify the date and location at which you would like to sit for the exam (above).

Please indicate any special needs. _____

NOTE: To allow adequate time for BICSI to process the application and contact references, all items must be received by BICSI for processing at least 30 calendar days prior to the exam date. If BICSI receives the completed package less than 30 calendar days but more than 10 calendar days prior to the scheduled exam date, an additional \$50 expediting fee will apply, pending appropriate time for approval (approval is not guaranteed). BICSI will not accept any application packages submitted within 10 calendar days of the scheduled exam date. Application is valid for one year. A new application and letters of reference must be submitted after the one year application period expires.

Submit your completed exam application and payment to:

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

Fax: +1 813.971.4311.

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.)

Total to be paid \$ _____

Check or Money Order Enclosed

Visa MasterCard American Express Diner's Club Discover

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

Cardholder signature

Credit card number

Expiration date

Card billing zip code (required)