

BICSI ITS Cabling Installation Program

Exam Application and Information Handbook



advancing information technology systems

Become a BICSI ITS Installer or Technician

Congratulations on making the decision to advance your career through a BICSI Installation designation. Whether you are new to the industry or a 20-year veteran, there is an opportunity that fits your needs. Enclosed you will find an exam application, along with a list of application requirements and fees, exam information and an experience checklist (required for application approval). As part of the handbook, we've included the BICSI Code of Ethics and the BICSI Antitrust Statement.

The goal of BICSI's ITS Cabling Installation Program is to produce highly competent cabling installers in a minimal amount of time and at a reasonable cost. Upon completion of training, program participants should be able to conduct site surveys, pull wire/cable, and terminate and test copper and optical fiber cable to the highest level of specification (currently Category 6). The program offers core skills training, registration examinations, and structured on-the-job training to meet the diverse needs of the telecommunications cabling industry. BICSI's program provides varied levels of increased knowledge and experience:



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 Designer 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 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 other parties' 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 Installer/Technician Standards of Conduct

As an Installer/Technician registered with BICSI, I have an ethical and professional obligation to the association, industry and its consumers. I therefore pledge to:

- Maintain a high standard of personal conduct.
- Protect and enhance the reputation of the BICSI organization and the Installer/Technician designation through my actions.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of my trade or position, unless disclosure is required by law or agreement.
- Be accurate and truthful in my dealings with clients and be careful not to misrepresent the quality, availability or ability of the services I provide.
- Never, under any circumstances, make a recommendation misrepresenting or misstating any other individual's qualifications, abilities or accomplishments.
- Provide unbiased, accurate and objective assessments for all safety and operational deficiencies that may be discovered during the performance of my services.
- 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.
- Respect a client's decision in the selection of competitive services. Continue to offer and provide that client with quality services as is necessary or requested.
- Serve all members of the public impartially, providing no substandard service based on that individual's age, race, national origin, color, sex, sexual orientation, disability or religious belief.
- Adhere to all relevant codes, laws, industry standards and BICSI methodologies, where appropriate.
- Take personal responsibility to ensure that all requirements necessary for the renewal of any BICSI credential that I hold are met on, or before, the expiration date.

BICSI has established the Ethics Committee, the BICSI Code of Ethics and the BICSI Installer/Technician Standards of Conduct to reinforce the BICSI position on the importance of its members exhibiting the highest principles of ethical and professional behavior in the provision of their products and services associated with their specific area of the information technology systems (ITS) industry.

Adherence to the Standards of Conduct is a mandatory requirement for the continuance of your BICSI designation.

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 ITS Installer 1 Exam and Credentialing Information

Experience

There is no prior ITS industry installation experience requirement for individuals preparing to sit for the ITS Installer 1 exam.

Knowledge and Skill Requirements

Participants sitting for the ITS Installer 1 exam must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks.

It is strongly recommended to attend an IN101: BICSI ITS Installer 1 Training course, as well as complete at least 50 hours of independent or group study of BICSI's *Information Technology Systems Installation Methods Manual (ITSIMM)*.

Exam Process

A completed exam application and a nonrefundable Credentialing fee of \$225 (nonmembers: \$250) must be received by BICSI for processing at least 10 business days prior to the exam date. If BICSI receives the exam application in less than 10 business days, an additional \$50 expediting fee will apply. The completed exam application and credentialing fee can be faxed, emailed or mailed to BICSI (see exam application for contact information). Upon receipt from BICSI, the application is valid for one year.

Examination

The ITS Installer 1 exam is currently based on the content covered in IN101, as well as the *Information Technology Systems Installation Methods Manual (ITSIMM)* and is a two-part exam—hands-on and written. To become a BICSI ITS Installer 1, you must successfully pass both parts. You can take the hands-on and written exams an unlimited amount of times in a one-year period. Exam retake fee is \$75 (nonmembers: \$100) for each part. If you do not pass both portions of the exam after three attempts, you must wait 90 days from the date of your last attempt to resit for the exam.

Hands-On Exam

The Installer 1 hands-on exam is given the last day of the IN101: ITS Installer 1 Training course, which is generally on Friday afternoon (see course schedule). The hands-on performance exam consists of completing six assigned tasks to industry standards, within a 20-minute per task time limit. Proctors will give pass/fail results on site. If you fail to successfully complete one of the hands-on exam tasks, you will be given the opportunity to retest on that task on the same day at no additional cost. If you fail the same task twice or fail a total of two hands-on tasks, the hands-on exam will need to be retaken at another date. A \$75 (nonmembers: \$100) retake fee will apply.

Written Exam

The Installer 1 written exam is given the day after the IN101: ITS Installer 1 Training course, generally on a Saturday morning (see course schedule).

The exam is two hours in length and consists of 75 questions drawn from the IN101 workbook as well as BICSI's *Information Technology Systems Installation Methods Manual (ITSIMM)*. The format of the exam is closed-book, written multiple choice and true/false (with questions based on both knowledge and application). The examination packet is structured to allow you to challenge a question that you think may be unclear, confusing or incomplete.

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

If you did not successfully pass the exam, a letter will be mailed to you within three weeks of taking the exam. The letter will include an analysis of your exam results. You will need to reschedule the written portion of the exam by calling BICSI Customer Service and paying for the \$75 (nonmembers: \$100) exam retake fee.

Cancellation/Transfer Policy

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

After Passing the ITS Installer 1 Exam

Once you successfully pass both the hands-on and written exam, your credential will be valid for three full years from the date that you passed the last portion of the exam. Within three weeks of passing the exam, you will be mailed a congratulations letter, a registration card for you to carry in your wallet, and a certificate suitable for framing.

Suggested Program Advancement

The ITS Installer 1 is not renewable.

It is recommended that you further your career by advancing to the ITS Installer 2, Copper and/or ITS Installer 2, Optical Fiber credential(s) (experience required) during the time you are a BICSI ITS Installer 1. Additional information can be found at www.bicsi.org/credentialing.

BICSI ITS Installer 2, Copper Exam and Credentialing Information

Experience

Individuals preparing to sit for the ITS Installer 2, Copper exam must possess at least one year of current and verifiable ITS industry installation experience.

Knowledge and Skill Requirements

Participants sitting for the ITS Installer 2, Copper exam must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks.

Exam candidates are strongly encouraged to attend an IN225: BICSI ITS Installer 2, Copper Training course prior to sitting for the exam. Before coming to class, students will also benefit from at least 50 hours of independent or group study of BICSI's *Information Technology Systems Installations Methods Manual (ITSIMM)*.

Exam Process

A completed exam application, including the experience checklist (Form D) and a nonrefundable Credentialing fee of \$225 (nonmembers: \$250) must be received by BICSI for processing at least 10 business days prior to the exam date. If BICSI receives the exam application less than 10 business days prior to the exam, an additional \$50 expediting fee will apply, pending appropriate time for approval, and approval is not guaranteed. The completed exam application and credentialing fee can be faxed, emailed or mailed to BICSI (see the exam application for contact information). Once the application is approved, it is valid for one year.

Exam

The ITS Installer 2, Copper exam is currently based on the *Information Technology Systems Installation Methods Manual (ITSIMM)* and is a two-part exam—hands-on and written. To become a BICSI ITS Installer 2, Copper, you must successfully pass both parts. You can take the hands-on and written exams an unlimited amount of times in a one-year period. Exam retake fee is \$75 (nonmembers: \$100) for each part. If you do not pass both portions of the exam after three attempts, you must wait 90 days from the date of your last attempt to resit for the exam.

Hands-On Exam

The ITS Installer 2, Copper hands-on exam is given the last day of the IN225: ITS Installer 2, Copper Training course, which is generally on Friday afternoon (see course schedule). The hands-on performance exam consists of completing six randomly chosen ITS Installer 2, Copper tasks to industry standards, within a 20 minute per task time limit. Proctors will give the pass/fail results on site. If you fail to successfully complete one of the hands-on exam tasks, you will be given the opportunity to retest on that task on the same day at no additional cost. If you fail the same task twice or fail a total of two hands-on tasks, the hands-on exam will need to be retaken at another date. A \$75 (nonmembers: \$100) retake fee will apply.

Written Exam

The ITS Installer 2, Copper written exam is given the day after the IN225: ITS Installer 2, Copper Training course, generally on a Saturday morning (see course schedule).

The exam is two hours in length and consists of 100 questions drawn from BICSI's *Information Technology Systems Installation Methods Manual (ITSIMM)*. You will be tested on the following chapters of the *ITSIMM*: 1, 2, 3, 4, 5, 7 and 11. The format of the exam is closed-book and written multiple choice (with questions based on both knowledge and application). The examination packet is structured to allow you to challenge a question that you think may be unclear, confusing or incomplete.

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

If you did not successfully pass the exam, a letter will be mailed to you within three weeks of taking the exam. The letter will include an analysis of your exam results. You will need to reschedule the written portion of the exam by calling BICSI Customer Service and paying for the \$75 (nonmembers: \$100) exam retake fee.

Cancellation/Transfer Policy

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

After Passing the ITS Installer 2, Copper Exam

Once you successfully pass both the hands-on and written exam, your credential will be valid for three full years from the date that you passed the last portion of the exam. Within three weeks of passing the exam, you will be mailed a congratulations letter, a registration card for you to carry in your wallet, a certificate suitable for framing and an *On-the-Job-Training (OJT) Booklet*.

Renewal Requirements

In order to maintain your credential, there are required benchmarks to accomplish during each three-year registration period. You must show proof of completion of a minimum of 15 BICSI-approved installation continuing education credits (CECs). Additionally, you must complete and receive sign-off from a supervisor or qualified witness on each of the tasks listed in your *OJT Booklet* (for first-time renewal only). When you complete and submit your renewal form and fee to BICSI, on or before your credential expiration date, you must also include the above benchmarks.

Suggested Program Advancement

It is recommended that you further your career by advancing to the ITS Installer 2, Optical Fiber and/or ITS Technician credential(s) (dependent upon experience) during the time you are a BICSI ITS Installer 2, Copper. Additional information can be found at www.bicsi.org/credentialing.

BICSI ITS Installer 2, Optical Fiber Exam and Credentialing Information

Experience

Individuals preparing to sit for the ITS Installer 2, Optical Fiber exam must possess at least two years of current and verifiable ITS industry installation experience.

Knowledge and Skill Requirements

Participants sitting for the ITS Installer 2, Optical Fiber exam must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks.

Exam candidates are strongly encouraged to attend an IN250: BICSI ITS Installer 2, Optical Fiber Training course prior to sitting for the exam. Before coming to class, students will also benefit from at least 50 hours of independent or group study of BICSI's *Information Technology Systems Installations Methods Manual (ITSIMM)*.

Exam Process

A completed exam application, including the experience checklist (Form E) and a nonrefundable Credentialing fee of \$225 (nonmembers: \$250) must be received by BICSI for processing at 10 business days prior to the exam date. If BICSI receives the exam application less than 10 business days prior to the exam, an additional \$50 expediting fee will apply, pending appropriate time for approval, and approval is not guaranteed. The completed exam application and credentialing fee can be faxed, emailed or mailed to BICSI (see the exam application for contact information). Once the application is approved, it is valid for one year.

Exam

The ITS Installer 2, Optical Fiber exam is currently based on the *Information Technology Systems Installation Methods Manual (ITSIMM)* and is a two-part exam—hands-on and written. To become a BICSI ITS Installer 2, Optical Fiber, you must successfully pass both parts. You can take the hands-on and written exams an unlimited amount of times in a one-year period. Exam retake fee is \$75 (nonmembers: \$100) for each part. If you do not pass both portions of the exam after three attempts, you must wait 90 days from the date of your last attempt to resit for the exam.

Hands-On Exam

The Installer 2, Optical Fiber hands-on exam is given the last day of the IN250: ITS Installer 2, Optical Fiber Training Course, which is generally on Friday afternoon (see course schedule). The hands-on performance exam consists of completing six randomly chosen Installer 2, Optical Fiber tasks to industry standards, within a 20 minute per task time limit. Proctors will give the pass/fail results on site. If you fail to successfully complete one of the hands-on exam tasks, you will be given the opportunity to retest on that task on the same day at no additional cost, time permitting. If you fail the same task twice or fail two hands-on tasks, the hands-on exam will need to be retaken at another date. A \$75 (nonmembers: \$100) retake fee will apply.

Written Exam

The Installer 2, Optical Fiber written exam is given the day after the IN250: ITS Installer 2, Optical Fiber Training course, generally on a Saturday morning (see course schedule).

The exam is two hours in length and consists of 100 questions drawn from BICSI's *Information Technology Systems Installation Methods Manual, (ITSIMM)*. You will be tested on the following chapters of the *ITSIMM*: 1, 2, 3, 4, 6, 7 and 11. The format of the exam is closed-book and written multiple choice (with questions based on both knowledge and application). The examination packet is structured to allow you to challenge a question that you think may be unclear, confusing or incomplete.

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

If you did not successfully pass the exam, a letter will be mailed to you within three weeks of taking the exam. The letter will include an analysis of your exam results. You will need to reschedule the written portion of the exam by calling BICSI Customer Service and paying for the \$75 (nonmembers: \$100) exam retake fee.

Cancellation/Transfer Policy

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

After Passing the ITS Installer 2, Optical Fiber Exam

Once you successfully pass both the hands-on and written exam, your credential will be valid for three full years from the date that you passed the last portion of the exam. Within three weeks of passing the exam, you will be mailed a congratulations letter, a registration card for you to carry in your wallet, a certificate suitable for framing and an *On-the-Job-Training (OJT) Booklet*.

Renewal Requirements

In order to maintain your credential, there are required benchmarks to accomplish during each three-year registration period. You must show proof of completion of a minimum of 15 BICSI-approved Installation continuing education credits (CECs). Additionally, you must complete and receive sign-off from a supervisor or qualified witness on each of the tasks listed in your *OJT Booklet* (for first-time renewal only). When you complete and submit your renewal form and fee to BICSI, on or before your credential expiration date, you must also include the above benchmarks.

Suggested Program Advancement

It is recommended that you further your career by advancing to the ITS Installer 2, Copper and/or ITS Technician credential(s) (dependent upon experience) during the time you are a BICSI ITS Installer 2, Optical Fiber. Additional information can be found at www.bicsi.org/credentialing.

BICSI ITS Technician Exam and Credentialing Information

Experience

Individuals preparing to sit for the ITS Technician exam must possess at least three years of current and verifiable ITS industry installation experience.

Knowledge and Skill Requirements

Participants sitting for the ITS Technician exam must be able to distinguish between different colors and possess manual dexterity to complete fine motor tasks.

Exam candidates are strongly encouraged to attend an TE350: BICSI ITS Technician Training course prior to sitting for the exam. Before coming to class, students will also benefit from at least 50 hours of independent or group study of BICSI's *Information Technology Systems Installations Methods Manual (ITSIMM)*.

Exam Process

A completed exam application, including the experience checklist (Form F) and a nonrefundable Credentialing fee of \$225 (nonmembers: \$250) must be received by BICSI for processing at least 10 days prior to the exam date. If BICSI receives the exam application less than 10 business days prior to the exam, an additional \$50 expediting fee will apply, pending appropriate time for approval, and approval is not guaranteed. The completed exam application and credentialing fee can be faxed, emailed or mailed to BICSI (see the exam application for contact information). Once the application is approved, it is valid for one year.

Exam

The ITS Technician exam is currently based on the *Information Technology Systems Installation Methods Manual, (ITSIMM)* and is a two-part exam—hands-on and written. To become a BICSI ITS Technician, you must successfully pass both parts. You can take the hands-on and written exams an unlimited amount of times in a one-year period. Exam retake fee is \$75 (nonmembers: \$100) for each part. If you do not pass both portions of the exam after three attempts, you must wait 90 days from the date of your last attempt to resit for the exam.

Hands-On Exam

The Technician hands-on exam is given the last day of the TE350: ITS Technician Training Course, which is generally on Friday afternoon (see course schedule). The hands-on performance exam consists of completing six randomly chosen Technician tasks to industry standards, within a 20-minute per task time limit. Proctors will give the pass/fail results on site. If you fail to successfully complete one of the hands-on exam tasks, you will be given the opportunity to retest on that task on the same day at no additional cost, time permitting. If you fail the same task twice or fail a total of two hands-on tasks, the hands-on exam will need to be retaken at another date. A \$75 (nonmembers: \$100) retake fee will apply.

Written Exam

The Technician written exam is given the day after the TE350: ITS Technician Training Course, generally on a Saturday morning (see course schedule).

The exam is two and a half hours in length and consists of 140 questions drawn from BICSI's *ITSIMM*. If an individual does not hold both the ITS Copper and Optical Fiber Installer 2 credentials, or the Level 2 credential, the written exam will have an additional 30 questions (170 questions total). Current Installer Level 2 credential holders in good standing will be exempt from the additional 30 questions. The format of the exam is closed-book and written multiple choice (with questions based on both knowledge and application). The examination packet is structured to allow you to challenge a question that you think may be unclear, confusing or incomplete.

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

If you did not successfully pass the exam, a letter will be mailed to you within three weeks of taking the exam. The letter will include an analysis of your exam results. You will need to reschedule the written portion of the exam by calling BICSI Customer Service and paying for the \$75 (nonmembers: \$100) exam retake fee.

Cancellation/Transfer Policy

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

After Passing the ITS Technician Exam

Once you successfully pass both the hands-on and written exam, your credential will be valid for three full years from the date that you passed the last portion of the exam. Within three weeks of passing the exam, you will be mailed a congratulations letter, a registration card for you to carry in your wallet, a certificate suitable for framing, and an *On-the-Job-Training (OJT) Booklet*.

Renewal Requirements

In order to maintain your credential, there are required benchmarks to accomplish during each three year registration period. You must show proof of completion of a minimum of 18 BICSI-approved Technician continuing education credits (CECs). Additionally, you must complete and receive sign-off from a supervisor or qualified witness on each of the tasks listed in your *OJT Booklet* (for first-time renewal only).

To keep your credential current, you must complete this same process every three years. It is recommended that you further your career by advancing your knowledge and applying for one or more of BICSI's Design Credentials. Visit www.bicsi.org/credentialing for more information.

Suggestions to Get Ready 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:

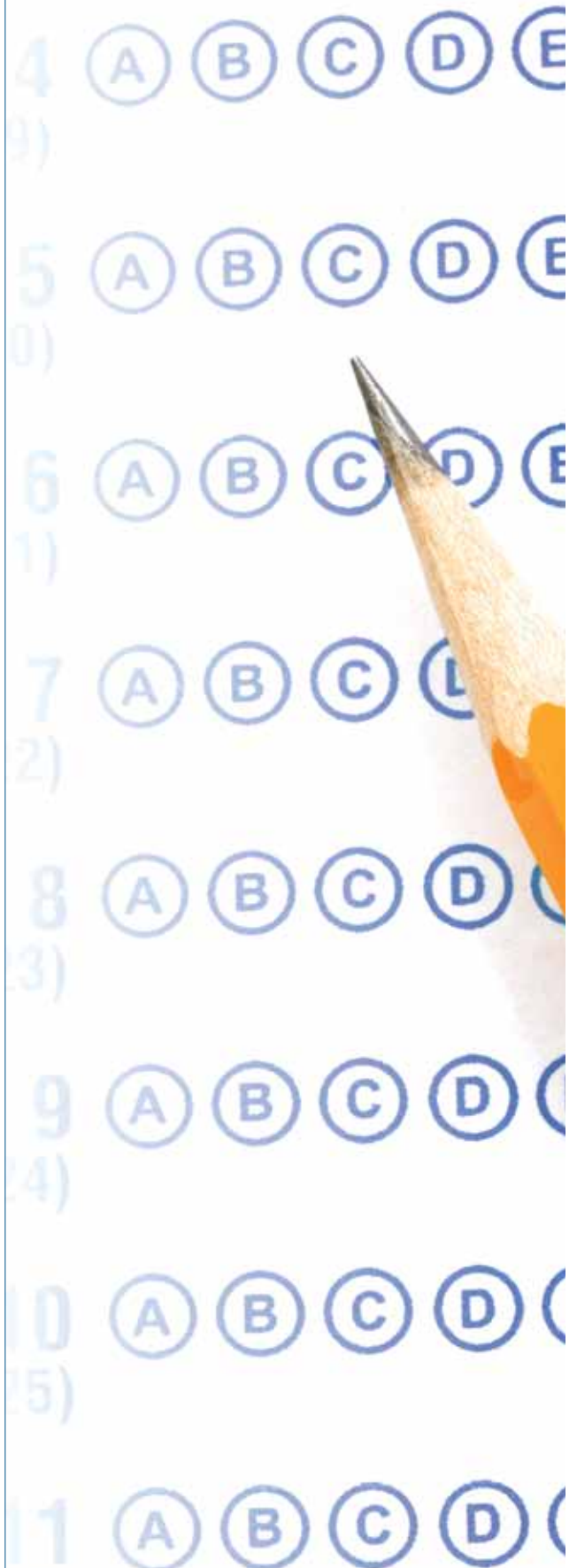
- Get a good night's rest, but do not oversleep. A tired person often has problems with trying to focus on concepts, especially the abstract. Oversleeping lends itself to lethargy or confusion, and may reduce comprehension.
- Avoid the consumption of alcohol. The ingestion of any amount of alcohol the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



BICSI ITS Cabling Installation Program Examination Application

Applicant Information

Please print clearly and use ballpoint pen.

| | | | | |
|--|------------|-----------------|-------------------------------|---------|
| Last name | First name | Middle initial | Member number (if applicable) | |
| Company name | | Company website | | |
| Company address | City | State/Province | Zip/Postal code | Country |
| Home address | City | State/Province | Zip/Postal code | Country |
| Company phone | Home phone | Cell phone | Fax | |
| Email | | Alternate email | | |
| Check preferred mailing address: <input type="checkbox"/> Company <input type="checkbox"/> Home | | | | |
| In the event that we need to contact you regarding your application, whom may we contact if you are not available? | | | | |
| Name | | | Phone | |
| <input type="checkbox"/> I am interested in membership. Please send me more information. | | | | |

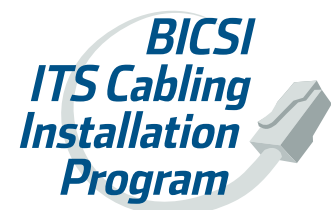
ITS Cabling Installation Exam Requested

A separate exam application is required for each exam. Please check the credentialing exam for which you are applying (choose one):

- | Credential | Experience, knowledge and abilities needed to sit for the exam |
|--|--|
| <input type="checkbox"/> ITS Installer 1 | Must be able to distinguish between different colors and have manual dexterity to complete fine motor tasks. |
| <input type="checkbox"/> ITS Installer 2, Copper | One or more years of current and verifiable ITS industry installation experience; must be able to distinguish between different colors and have manual dexterity to complete fine motor tasks. |
| <input type="checkbox"/> ITS Installer 2, Optical Fiber | Two or more years of current and verifiable ITS industry installation experience; must be able to distinguish between different colors and have manual dexterity to complete fine motor tasks. |
| <input type="checkbox"/> ITS Technician | Three or more years of current and verifiable ITS industry installation experience; must be able to distinguish between different colors and have manual dexterity to complete fine motor tasks. |

Exam date preferred _____ Location (City) _____

Please refer to exam schedule. We cannot guarantee your preference.



Mail or Fax Application to: BICSI ITS Cabling Installation Exam, 8610 Hidden Pkwy., Tampa, FL 33637-1000 USA or Fax: +1 813.971.4311 | **Form A**

BICSI ITS Cabling Installation Program Examination Application

ITS Cabling Installation Work Experience

Begin with current position. Attach additional sheet if necessary.

| | | |
|---|----------------|--------------------|
| Dates employed (From/To) | Position/Title | Company Name |
| Name/Title of supervisor | | Supervisor's phone |
| Description of duties | | |
| Description of duties, cont. | | |
| Employment verification contact (if different from above) | | Contact phone |

| | | |
|---|----------------|--------------------|
| Dates employed (From/To) | Position/Title | Company Name |
| Name/Title of supervisor | | Supervisor's phone |
| Description of duties | | |
| Description of duties, cont. | | |
| Employment verification contact (if different from above) | | Contact phone |

Demographic Information

This section is not required for completion of the exam application. The information collected assists BICSI in determining future member benefit enhancements.

About You-What is your education level?

- High School or Equivalent Undergraduate Degree
 2-Year Degree Graduate Degree

About Your Company-Number of employees (include all sites):

- 1-24 50-99 500-999
 25-49 100-499 1,000 or more

Which subcategory most closely describes your current primary job description? (Choose one)

Construction

- Technician/Installer
- Audio Visual Integrator
- Building Systems Integrator
- Electrical Contractor
- General Contractor and/or Construction Manager
- Security Contractor
- Project Manager
- ITS Contractor
- Mechanical Contractor
- Real Estate Developer

Design

- Designer
- Architect
- Consultant
- Professional Engineer

Education & Training Providers

- On Staff at CEC/Exam Training Partner
- On Staff at an Authorized Training Facility
- On Staff at CEC/Training Provider Partner

- Member of Faculty at a College/University
- Member of Faculty at a High School
- BICSI Master Instructor
- Member of Faculty at a Trade School

Industry Associations

- On Staff of a Codes Body/Organization
- On Staff of a Standards Body/Organization
- On Staff of a Trade Group

ITS Consumers

- Facility Manager
- Campus Network Operator
- On Staff at a CATV/Broadband Service Provider
- On Staff at a CLEC/BLEC
- Data Center Manager
- Work for the Government in an ITS Capacity
- Work in a Corporate IT Department
- Work for Local Exchange Carriers

- Member or Civilian Staff of the Military
- Work for a Network Service Provider
- Security Manager
- On Staff of a Wireless Operator

Supply Chain

- Work for an ITS Distributor
- Work for an ITS Manufacturer
- Manufacturer's Representative
- Work for an ITS Testing Lab

Mail or Fax Application to: BICSI ITS Cabling Installation Exam, 8610 Hidden Pkwy., Tampa, FL 33637-1000 USA or Fax: +1 813.971.4311 | **Form B**

BICSI ITS Cabling Installation Program Examination Application

Terms and Conditions

The undersigned applicant hereby agrees to be bound by the following terms and conditions as they pertain to the BICSI ITS Cabling Installation examination:

1. No reevaluation of the examination of the undersigned applicant shall be undertaken by BICSI or its agents or employees unless a written request for reevaluation is received by BICSI at 8610 Hidden River Parkway, Tampa, FL 33637-1000, before the expiration of 180 days from the date of the examination in question.
 2. No reevaluation of the hands-on examination will be undertaken. I agree to abide by the decision of the examiner.
 3. It is agreed between BICSI and the applicant that the applicant's examination booklet, answer sheet(s), hands-on exam results and all other papers appertaining thereto may, at BICSI's option, be destroyed by BICSI at any time after the expiration of 360 days from the date of the examination in question.
 4. If I pass the written and hands-on examinations, I agree to complete the on-the-job (OJT) requirements for the level for which I am applying.
 5. I hereby attest that the information provided is a true and accurate statement of my qualifications and experience, and I authorize appropriate BICSI officials to seek further verification of my credentials.
 6. I understand that all Installer 2 and Technician credentials are valid for three years. BICSI installation credentials are renewable with completion of the OJT program (required for first renewal period only), proof of current installation activity and completion of continuing education credits (CECs)—15 hours (all Installer 2 levels) and 18 hours (Technician level). The ITS Installer 1 credential is not renewable.
 7. 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.
- The undersigned applicant has read and understands the information, terms and conditions contained within this examination application Forms A-C, as well as sections of the Exam Application and Handbook, which apply to the credential for which the undersigned applicant is applying as indicated in Section ITS Cabling Installation Exam Requested on Form A (Page 9).**

Signature of applicant (Application will not be processed without signature.)

Date

Please indicate any special needs.

Application Checklist

- Forms A-C
- Applicable Experience Checklist: ITS Installer 2, Copper-Form D ITS Installer 2, Optical Fiber-Form E ITS Technician-Form F
- Nonrefundable Credentialing Fee of US\$225 (nonmembers: \$250)

Payment Information

1. Payment MUST be received with this application in order for you to be registered.
2. Please make all checks payable to BICSI in U.S. dollars and drawn from a U.S. bank. (Call BICSI's Accounting Department for instructions on wiring funds.)
3. Please make copies for your files. You will receive confirmation of your registration.
4. A minimum of 10 days is required to process your application, after receipt of all completed application materials. If application materials are submitted less than 10 days prior to the exam, a US\$50 fee will be applied permitting approval of application and exam seating availability.
5. If you do not pass the exam on your first attempt, you may sit for the exam up to two additional times within the one-year application period. If you do not pass on your third attempt, you must wait 90 days from your last attempt before reapplying.

Submit to: BICSI, Attn: Credentialing, 8610 Hidden River Parkway, Tampa, FL 33637-1000; fax: +1 813.971.4311.

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Call BICSI's Accounting Department 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)

Form C

BICSI ITS Installer 2, Copper Experience

Statement of Experience

Please place a check mark next to the tasks (below) that reflect the applicant's experience. This form must be completed and signed by the **applicant and the applicant's supervisor**. Please submit to BICSI at **least 10 days prior to the ITS Installer 2, Copper exam date**. If you are self-employed, this form should be signed by someone in a position to reasonably attest to your experience (former employer, customer, etc.).

I hereby attest that the applicant, _____
First name Middle initial Last name

has at least one year of current and verifiable ITS industry installation experience and that he/she is competent in the following ITS Installer 2, Copper tasks.

During testing, the applicant must be prepared to demonstrate proficiency in **all** the items listed below.

ITS Installer 2, Copper Required Tasks

- Installation of Cable Support Systems
 - Cable trays
 - Ladder racks
 - Equipment racks
 - Rack installation issues
 - Conduit
- Installation of Work Area Outlets
 - Wall
 - Floor
 - Power pole/modular furniture
- Pulling Cable
 - Pull backbone
 - Bottom-up or top-down
 - Along path parallel to floor and ceiling
 - Pull horizontal
 - In conduit
 - In open ceiling
- Install Grounding Infrastructure
 - Know different systems
 - Install grounding backbones and busbars
- Firestopping
 - Core firewall
 - Firestop technologies
 - Install firestops
- Pretermination
 - Organize, form, dress cables
 - Determine length/slack
 - Label cables
- Termination
 - Complete IDC terminations (110, 210, Krone/LSA, BIX, GIGABIX)
 - Cross-connect blocks
 - Patch panels
 - Complete coaxial terminations
- Connectors
 - Assemble and install
 - 8-pin modular connectors
 - Coaxial connectors
 - Crimp connectors
 - Demonstrate connector color codes
- Testing
 - Copper cabling field testing
- Retrofits
 - Remove abandoned cables
- Safety
 - Demonstrate common safety practices
- Installation Foundations
 - Principles of signal transmission
 - Knowledge of standards/codes/best practices

Supervisor's name _____ Title _____

Company name _____ Company phone _____

Supervisor's signature _____ Date _____

Applicant's name _____ Phone _____

Applicant's signature _____ Date _____

BICSI ITS Installer 2, Optical Fiber Experience

Statement of Experience

Please place a check mark next to the tasks (below) that reflect the applicant's experience. This form must be completed and signed by the **applicant and the applicant's supervisor**. Please submit to BICSI at **least 10 days prior to the ITS Installer 2, Optical Fiber exam date**. If you are self-employed, this form should be signed by someone in a position to reasonably attest to your experience (former employer, customer, etc.).

I hereby attest that the applicant, _____,
First name Middle initial Last name

has at least two years of current and verifiable ITS industry installation experience and that he/she is competent in the following ITS Installer 2, Optical Fiber tasks.

During testing, the applicant must be prepared to demonstrate proficiency in **all** the items listed below.

ITS Installer 2, Optical Fiber Required Tasks

- Installation of Cable Support Systems
 - Cable trays
 - Ladder racks
 - Equipment racks
 - Rack installation issues
 - Conduit
- Installation of Work Area Outlets
 - Wall
 - Floor
 - Power pole/modular furniture
- Pulling Cable
 - Pull backbone
 - Bottom up or top down
 - Along path parallel to floor and ceiling
 - Pull horizontal
 - In conduit
 - In open ceiling
 - Pull optical fiber cable
 - In innerduct
 - Blown optical fiber
- Install Grounding Infrastructure
 - Know different systems
 - Install grounding backbones and busbars
- Firestopping
 - Core firewall
 - Firestop technologies
 - Install firestops
- Pretermination
 - Organize, form, dress cables
 - Determine length/slack
 - Label cables
- Termination
 - Complete fiber terminations (adhesive, crimp, prepolysh, anaerobic)
- Connectors
 - Assemble and install
 - Optical fiber ST, SC, LC connectors
- Testing
 - Optical fiber single/multimode using light source/power meter, OLTS, OTDR
- Retrofits
 - Remove abandoned cables
- Safety
 - Demonstrate common safety practices
- Installation Foundations
 - Principles of signal transmission
 - Knowledge of standards/codes/best practices

Supervisor's name _____ Title _____

Company name _____ Company phone _____

Supervisor's signature _____ Date _____

Applicant's name _____ Phone _____

Applicant's signature _____ Date _____

BICSI ITS Technician Experience

Statement of Experience

Please place a check mark next to the tasks (below) that reflect the applicant's experience. This form must be completed and signed by the **applicant and the applicant's supervisor**. Please submit to BICSI **at least 10 days prior to the ITS Technician exam date**. If you are self-employed, this form should be signed by someone in a position to reasonably attest to your experience (former employer, customer, etc.).

I hereby attest that the applicant, _____
First name Middle initial Last name

has at least three years of current and verifiable ITS industry installation experience and that he/she is competent in the following ITS Technician tasks.

During testing, the applicant must be prepared to demonstrate proficiency in **all** the items listed below.

ITS Technician Required Tasks

- Perform Site Surveys
 - Use construction plans and specifications
 - Conduct visual site inspections
- Build Closets
 - Determine equipment layouts
 - Mount/install backboards
 - Mount/install cross-connects
 - Mount/install racks/patch panels
 - Install optical fiber panels/hardware
- Install Grounding Infrastructure
 - Know different systems
 - Install grounding backbones and busbars
- Installation of Work Area Outlets
 - Wall
 - Floor
 - Power pole/modular furniture
- Pulling Cable
 - Pull backbone (copper media)
 - Bottom-up or top-down
 - Horizontal to floor and ceiling
 - Pull horizontal (copper media)
 - In conduit
 - In open ceiling
 - Pull optical fiber cable
 - In innerduct
 - Blown optical fiber
- Firestopping
 - Core firewall
 - Firestop technologies
 - Install firestops
- Pretermination
 - Organize, form, dress cables
 - Determine length/slack
 - Label cables
- Termination
 - Complete IDC terminations (110, 210, Krone/LSA, BIX, GIGABIX)
 - Cross-connect blocks
 - Patch panels
 - Complete coaxial terminations
 - Complete fiber terminations (adhesive, crimp, prepolish, anaerobic)
- Connectors
 - Assemble and install
 - 8-pin modular connectors
 - Coaxial connectors
 - Crimp connectors
 - Optical fiber ST, SC, LC connectors
 - Demonstrate connector color codes
- Testing
 - Copper cable certification using hand held testers
 - Optical fiber single/multimode using light source/power meter, OLTS, OTDR
- Troubleshooting
 - Diagnose and correct
 - Copper cable problems
 - Optical fiber cable problems
- Retrofits
 - Identify active circuits
 - Implement cutover
- Administrative Tasks
 - Document test results
 - Document as-builts
 - Complete daily reports
 - Order/inventory materials
- Remain Current on Industry Practices
 - Attend training/safety meetings
 - Read industry journals/magazines
 - Keep up with standards/codes/best practices
 - Keep current on upcoming trends

Supervisor's name _____ Title _____

Company name _____ Company phone _____

Supervisor's signature _____ Date _____

Applicant's name _____ Phone _____

Applicant's signature _____ Date _____

Mail or Fax Application to: BICSI ITS Cabling Installation Exam, 8610 Hidden Pkwy., Tampa, FL 33637-1000 USA or Fax: +1 813.971.4311 | **Form F**