

Instructions

Applying for BICSI® Recognition of Continuing Education Credits (CECs) for Corporate and Industry Courses and Events



Courses Eligible for BICSI CECs:

If your organization offers technical education events (whether internally to your own employees or externally to the public), you may submit your course(s)/event(s) for approval for BICSI continuing education credits (CECs). Doing so allows BICSI credential holders attending your course(s)/event(s) to apply their participation toward renewal requirements for BICSI credentials.

The focus or content of a recognized course/event must:

- Be technical in nature
- Directly relate to the information and communications technology (ICT) community
- Specifically relate to the technical nature of one or more of the BICSI credentials

Exceptions are limited to safety-related or project management-related activities or courses/events in which the focus or content is deemed necessary and beneficial to professionals engaged in the design and/or installation of ICT, and then only to the extent to which the content or focus applies directly to the ICT industry.

BICSI issues CECs to support renewal of the following BICSI credentials: RCDD; RITP; RTPM; DCDC; ESS; NTS; OSP; WD; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

Instructions:

- Complete a separate application for each course you would like recognized. If sending multiple applications within one email, please ensure that you have titled your course documents appropriately. Incomplete applications will be returned to sender for completion. All supporting documentation will be accepted via email or mail. **BICSI does not accept credit card numbers via email.**

Late Fee:

- The application must be submitted prior to conducting the course and processing may take up to 30 days from receipt of application. Applications received after the course is conducted will be denied unless “late fee” is noted on the application.

Expedite Fee:

- If you are requesting that BICSI approve a course in fewer than 30 days, check “expedite fee” on the application.

- CEC applications will not be reviewed until CEC application fees have been received.
- Notification of CEC approval may take up to 30 days from the date of application. Therefore, applicants desiring to market and promote their course with approved BICSI CECs are encouraged to apply well in advance.

Course Specifications:

In order for your course to be reviewed for CECs, BICSI must receive a comprehensive course outline or agenda (**i.e., module/section timeline, break times, meal times, labs, reviews, assessments/tests**). BICSI will only evaluate courses based upon detailed descriptions and course materials. Ensure that your submission is complete and that it provides a detailed description to enable reviewers to properly apply CECs.

CEC Review Criteria:

Courses are reviewed and granted CECs at the discretion of BICSI on the following basis:

1. One (1) CEC will be granted for each 60 “contact” minutes of instructional presentation.
2. Content determined as sales oriented (i.e., designed to “sell” services or products or “product specific narrative”) shall be excluded in the determination of CEC contact minutes.
3. CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC).
4. A Certificate of Completion/Attendance must be provided to eligible participants as proof of their attendance for the required portion of the event, and the certificate must include the number of BICSI CECs for which the course was approved, as well as the Event ID. Participant’s name may not be handwritten.
5. CECs are awarded based upon the printed agenda, not on actual course experience. (i.e., the individual session or module went longer or shorter than anticipated).

(Continued on next page.)

CEC Review Criteria (continued):

6. Any changes to the “approved” or “recognized” Certificate, as well as misrepresentation of any kind, could result in revocation of the CECs and could also be submitted to the BICSI Ethics Committee for disciplinary action.
7. Non-BICSI technical conferences may qualify for CECs by following one of the procedures below.
 - Provider submits a separate CEC application with supporting documents to BICSI as required and set forth in this document **for each conference session/event**. Upon approval, CECs will be issued based on seat time of each individual conference session/event that qualifies for CECs. Additionally, the corporate provider will be required to issue an approved Certificate of Attendance at the conclusion of each qualified session/event.
 - Provider submits a single CEC application with supporting documents to BICSI as required and set forth in this document **for the entire conference**. Upon approval, CECs will be issued based on the amount of qualifying ICT educational content available during each day of the conference, up to a maximum of 3 CECs per day and 10 CECs per conference. Additionally, the corporate provider must issue an approved Certificate of Conference Attendance to all participants requesting such.

Notification, Award and Shelf Life of BICSI CECs:

Important Note: Recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions a course in any way.

- CECs are assigned based upon represented course content only and are not the result of an in-depth evaluation of instructional quality.
- Applicants/organizations will be notified in writing regarding CECs awarded for their course submission and will be provided with written authorization (including approved language) to promote the course as having been recognized for “X” number of CECs.
- The final certificate must include the approved number of BICSI CECs and the Event ID, which will be found on the Approval Letter that you will receive once the course/event has been reviewed and approved. **A Certificate of Attendance must be provided to all attendees.** See attached example.
- Authorized CECs are valid for two (2) years from the date of confirmation. If the course curriculum changes or the course/event is no longer offered, an organization must notify BICSI immediately.
- BICSI reserves the right to audit (unannounced) any event for which it has granted CECs. The sponsoring organization shall provide complimentary participation in the event. BICSI shall bear the cost of travel and incidentals related to participation in the event.
- BICSI reserves the right to rescind all CECs, at its sole discretion, from any event determined to violate copyright or trademark laws, to conflict with current policies set by BICSI, and/or to breach qualifications set with the procedures specified in this document.
- Any organization has the right to appeal CEC assignment through the BICSI Education Advancement Committee or, in the event of cancellation of CECs, through the Education Advancement Committee and/or BICSI Ethics Committee.

Recognized CEC Courses:

Approved events will also be eligible for posting on the BICSI CEC Search Engine at www.bicsi.org/outsidevendors.

How Students Request CECs:

There are four ways for students to request CECs on their transcript:

- (1) Online: www.bicsi.org;
- (2) Email: credentialing@bicsi.org;
- (3) Fax: +1 813.769.1843;
- (4) Mail: BICSI, Attention: Credentialing Dept., 8610 Hidden River Parkway, Tampa, FL 33637

Questions:

Contact BICSI for additional CEC questions at +1 813.903.4727 or 800.242.7405 (USA and Canada toll-free), or by email at CECProviderApp@bicsi.org.

Application for BICSI® Recognition of Continuing Education Credits (CECs) for Corporate and Industry Courses and Events



NOTE: Please review the BICSI CEC Application Instructions to ensure your application is complete.

Part 1: Organization Information (Please print clearly.)

Company/Organization		Contact person	
Address			
City	State/Province	Zip/Postal code	Country
Telephone	Email	Company website	
<input type="checkbox"/> BICSI Corporate Member # _____		<input type="checkbox"/> Corporate Nonmember	

Part 2: Course/Event Specifications

Course/Event name	<i>(Please limit your course name to 50 characters.)</i>
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Duration:

- Less than 2 hours
- 2 hours to 1 day
- 1+ days to 3 days
- 3+ days to 5 days
- More than 5 days

Available to:

- Employees of your company only
- The general public (open enrollment courses may be featured on the BICSI website)
- Other (please describe) _____

Type of delivery (check one):

- Instructor-led classroom training (face-to-face)
- Virtual Instructor-led classroom training (instructor connected to students via an Internet connection)
- E-learning/online/Web-based training (self-directed, interactive and technology assisted)
Enclose detailed outline and information on how BICSI may access the course for review.
- Blended (combination of any/all of the above)
- Other. Please specify. _____

Delivery timeframe:

- One time (date) _____
- Ongoing (start date) _____

Course cost:

- Free
- Cost of _____

Part 3: Course Syllabus/Outline/Description

Attach a comprehensive course/event outline or agenda (**i.e., module/section timeline, break times, meal times, labs, reviews, assessments/tests**). BICSI will only evaluate courses based upon detailed descriptions and course materials. Ensure that your submission is complete and that it provides detailed description to enable reviewers to properly apply CECs.

Part 4: Additional Supporting Information

List any textbooks, hands-on exercises (including specific equipment) or learning tools used in the course to further learning and retention.

Part 5: Abbreviated Description for Web Posting

Provide a course/event description (50 words or less) which can be used as a posting on the Approved CEC Listing on BICSI's website.

I do not want my course/event description posted on the BICSI website.

Part 6: Certificate

Attach a sample copy of the Certificate of Attendance/Completion with this application, showing the area where BICSI CECs will be included. The final certificate must include the approved number of BICSI CECs and the Event ID, which will be found on the Approval Letter that you will receive once the course has been reviewed and approved. **A Certificate of Attendance must be provided to all attendees.**

Part 7: Fees

Review your application fees. Pricing based on course length.
All prices listed in U.S. dollars.

Course/Event Length	Corporate Member	Corporate Nonmember
Less than 2 hours	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
2 hours to 1 day	<input type="checkbox"/> \$150	<input type="checkbox"/> \$225
1+ days to 3 days	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300
3+ days to 5 days	<input type="checkbox"/> \$250	<input type="checkbox"/> \$375
More than 5 days	<input type="checkbox"/> \$300	<input type="checkbox"/> \$450

Fee	Corporate Member	Corporate Nonmember
Expedite Fee*	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Late Fee*	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200

*Reference BICSI CEC Application Instructions for information regarding fees.

Part 8: Acknowledgement and Authorization

I acknowledge that I am authorized to present this course and its materials and to request CECs on our own, or our presenter's behalf, and that BICSI is not responsible for the course content. I further acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the course at any time to ensure the course meets the specifications described above. **IMPORTANT:** I acknowledge that recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions the course in any way.

Name (please print)

Signature

Date

Part 9: Submission and Payment

Step 1: Submit entire application, including all supplemental course descriptions and/or materials to

- Mail: BICSI, Attention: Corporate and Industry CEC Administrator, Professional Development, 8610 Hidden River Parkway, Tampa, FL, USA 33637-1000
- Email: CECProviderApp@bicsi.org
- Fax: +1 813.971.4311

Step 2: Payment

An invoice will be sent via email upon receiving your application. Your invoice will provide the option to process your payment by using one of the methods below. NOTE: For your protection, BICSI does not accept credit card numbers via email.

- Call our Membership and Customer Care Department at +1 813.979.1991 or 800.242.7405 (USA and Canada toll-free). Please remember to have your invoice number available when calling.
- Mail your payment information (check or credit card information) to the address provided in Step 1.
- Fax your credit card information to the number provided in Step 1.

Please note that CEC applications will not be reviewed until all appropriate fees have been received. ©