

## PART 1: INSTRUCTIONS:

- Complete a separate Corporate and Industry CEC Application Form for each course/event your organization would like recognized for BICSI CECs. All supporting documentation will be accepted via email or mail. If sending multiple applications within one email, please ensure that you have titled the course/event documents appropriately. Incomplete applications will be returned to sender for completion.
- Review application fees and check the appropriate boxes for fees accordingly. All fees are listed in U.S. Dollars. **NOTE: BICSI does not accept credit card numbers via email.**
- CEC applications will not be reviewed until CEC application fees have been received.
- Notification of CEC approval may take up to 45 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.

## PART 2: COURSE/EVENT ELIGIBILITY, SPECIFICATIONS and CRITERIA:

### **Course/Event 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 recertification 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.
- Be generic in nature and not representing or advertising one particular manufacturer or sales product. Note: This material can only acknowledge a manufacturer, distributor, etc., but shall not be representative of a pure product sales effort.

NOTE: Exceptions are limited to safety, project management and related activities or 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 recertification of the following BICSI credentials: RCDD; RITP; RTPM; DCDC; ESS; NTS; OSP; WD; Installer 2, Copper; Installer 2, Optical Fiber; Technician; and Certified Trainer.

### **Course/Event Specifications**

For an organization to have its course/event reviewed for CECs, BICSI must receive a comprehensive course/event outline or agenda (i.e., **module/section timeline, break times, mealtimes, labs, reviews, assessments/tests**). BICSI will only evaluate courses/events based upon detailed descriptions and course/event 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/Events 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/event 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).

## CEC Review Criteria (continued)

6. Any changes to the approved Certificate that is recognized for BICSI CECs, 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 the procedures below.
  - 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.

## PART 3: 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/event in any way.***

- CECs are assigned based upon represented course/event 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/event submission and will be provided with written authorization (including approved language) to promote the course/event 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 once the course/event has been reviewed and approved. **A Certificate of Attendance must be provided to all attendees.**
- Authorized CECs are valid for two (2) years from the date of confirmation. If the course curriculum/event changes or the course/event is no longer offered, an organization must notify BICSI immediately.
- BICSI reserves the right to audit (unannounced) any course/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 course/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, or in the event of cancellation of CECs, through the BICSI Program Coordination Committee.
- Approved courses/events will be listed on BICSI’s website under the [Corporate/Industry Courses Recognized for BICSI CECs](#) CEC Search section.

## Questions:

Contact BICSI at +1 813.903.4727 or 800.242.7405 (USA and Canada toll-free), or by email at [CECProviderApp@bicsi.org](mailto:CECProviderApp@bicsi.org) if you have additional CEC questions.

**PART 4: Organization Information** (Please print clearly)

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Company/Organization	Contact Person		
Address			
City	State/Province	Zip/Postal code	Country
Telephone	Email	Company website	

BICSI Corporate Member # \_\_\_\_\_  Corporate Nonmember

**PART 5: Course/Event Specification**

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Course/Event Name \_\_\_\_\_ *(Please limit your course name to 50 characters)*

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

*NOTE: Per BICSI's CEC Policy, recorded or on-demand webinars must contain Interactive Learning to be eligible for BICSI CECs.*

**Delivery Timeframe:**

- One time (date) \_\_\_\_\_
- Ongoing (start date) \_\_\_\_\_

**Course Cost:**

- Free
- Cost of \_\_\_\_\_

**PART 6: Course Syllabus/Outline/Description**

Attach a comprehensive course/event outline or agenda (**i.e., module/section timeline, break times, mealtimes, 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 7: Additional Supporting Information**

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

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## **PART 8: 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 9: 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

\* **Expedite Fee:** Check *Expedite Fee* if the Corporate & Industry CEC Application Form is submitted less than 45 days.

\* **Late Fee:** The Corporate & Industry CEC Application Form for resubmission requests of courses/events previously recognized for BICSI CECs must be submitted prior to the course/event expiration date. Check *Late Fee* if the application is submitted after the expiration date. Only Application Forms for courses/events previously recognized for BICSI CECs are eligible to use the late fee option.

## **PART 10: Submission and Payment**

**Step 1: Submit the completed Corporate and Industry CEC Application Form in its entirety, including all supplemental course/event descriptions and/or materials to:**

- Mail:** BICSI, Attention: Corporate and Industry CEC Administrator, Professional Development, 8610 Hidden River Parkway, Tampa, FL, USA 33637-1000 or **Email:** [CECProviderApp@bicsi.org](mailto:CECProviderApp@bicsi.org).

### **Step 2: Payment**

An invoice will be emailed upon receiving the Corporate and Industry CEC Application Form. It will provide the option to process the payment by using one of the methods below. **For your protection, BICSI does not accept credit card numbers via email.**

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

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

## **PART 11: Acknowledgement and Authorization** (Please read and check each box):

- We/I acknowledge the organization is authorized to present this course/event and its materials.
- We/I acknowledge the organization is authorized to request BICSI CECs on the presenter's behalf, and that BICSI is not responsible for the course/event content.
- We/I acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the course/event at any time to ensure the it meets the specifications described above.
- We/I acknowledge that recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions the course/event in any way.
- We/ I understand that if the content, duration or modality of the course/event changes or differs from the original submission to BICSI and awarded BICSI CECs, it is the responsibility of the course/event provider to notify BICSI of any changes and resubmit a new Corporate and Industry CEC Application package for the new course/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.

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Name (please print)

Signature

Date