

# Application for BICSI Recognition of Continuing Education Credits (CECs) for Individuals



Please read the information beginning on page 3, then complete each area of this Application and provide requested supporting documentation. Incomplete applications will not be processed. Note: It may take up to 30 days from the date the Application is received for CECs to appear on your transcript. Please be aware that CECs may not be recognized by BICSI.

## Part 1: Individual Information

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Current Credential(s):

- RCDD   
  RITP   
  RTPM   
  DCDC   
  ESS   
  NTS   
  OSP   
  WD  
 Installer 2, Copper/Optical Fiber   
  Technician   
  Certified Trainer

## Part 2: Course Specifications/Provider Information

Event Provider \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_

Event name: \_\_\_\_\_

Event date(s) \_\_\_\_\_ Event location \_\_\_\_\_

Length of event (actual "seat" or "contact" time, excluding breaks) \_\_\_\_\_

Note: BICSI only offers credit in full one-hour increments, rounding down, not up. A 75-minute seminar is thus eligible only for 1 CEC, not 1.25 CECs.

Did you receive proof of attendance?

- Yes—Please attach a copy of proof of attendance with this application.                     
  No—This is an event I plan to attend.

BICSI will not provide CECs without proof of attendance (e.g. - a certificate or transcript). A receipt is not acceptable.

Internal Use Only		
	Date	
To Review Team		
Reviewer		
Comments:		

This course is (check one):

- Face-to-face. Enclose detailed outline/agenda/syllabus, including seat time of event.
- Online. Enclose detailed outline and information on how BICSI may access the course for review.
- Video-based. Enclose detailed outline and copy of program for review.
- CD-ROM-based. Enclose detailed outline and copy of program for review.
- Other. Please describe: \_\_\_\_\_

### **Part 3: Course Syllabus/Outline/Description to Allow for Review**

Attach a comprehensive course outline/syllabus/description (including session seat time), plus copies of program as required in part 2. BICSI will only evaluate sessions/courses based upon detailed descriptions and course materials. Evaluations made on preliminary agendas may be deemed final and may not be re-evaluated. Ensure that your submission is complete and that it provides enough description to enable reviewers to properly apply CECs.

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

### **Part 4: Signature**

I acknowledge that the information above is accurate and I attended the class described.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Submit entire application, including all supplemental event descriptions and/or materials to:**

**Mail:**

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

**Fax:** +1 813.769.1843

**Questions?**

**Phone:** 800.242.7405 or +1 813.979.1991; **Email:** credentialing@bicsi.org

## Requirements and Information for Submission of Courses for BICSI Recognition of Continuing Education Credits (CECs)

### Review Criteria

In order to have an event recognized by BICSI CECs, individuals must complete and submit the "Application for BICSI Continuing Education Credits," along with all required supporting documentation.

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

- One (1) CEC will be granted for each 60 "contact" minutes of instructional presentation.
- Participants must be in attendance for 60 minutes of each hour of programming in order to be eligible for the recognized CECs.
- 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.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC)
- A Certificate of Completion/Attendance or transcript must be provided as proof of attendance for the required portion of the course.
- 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).
- ICT technical events at conferences may be awarded CECs, pending they meet the requirements outlined above. A maximum of 3 CECs per day and up to a maximum of 10 CECs per renewal cycle may be awarded.

### Notification, Award and Shelf-life of BICSI CECs

Notification of CEC approval may take up to 30 days from the date of application. Therefore, applicants are encouraged to apply well in advance of their credential renewal dates. Applicants are encouraged to periodically review their CECs by logging into the BICSI website at [www.bicsi.org](http://www.bicsi.org).

*Important Note: Recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions a course in anyway. CECs are assigned based upon represented content only and are not the result of an in-depth evaluation of instructional quality.*

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 individual has the right to appeal CEC assignment through the Education Advisory Council or, in the event of cancellation of CECs, through the Education Advisory Council and/or Ethics Committee.

For further clarification of any information presented in this document, please email [credentialing@bicsi.org](mailto:credentialing@bicsi.org).