

Application for BICSI® Recognition of Continuing Education Credits (CECs) for Global Events



Completed application MUST be received, along with all supplemental event description/syllabus and or all other materials, 30 days prior to the event.

PART 1: Event Information

Check one: BICSI Conference BICSI Tech Breakfast/Seminar Other: _____

Event name		Event location/Venue	
Primary contact		Event dates/times	
Address			
City	State/Province	Zip/Postal code	Country
Work Phone	Mobile Phone	Email	Event website

PART 2: Event Specification

The following items MUST be submitted along with this application:

- Copy of final presentation and/or comprehensive outline/syllabus/description for each track/session/seminar.
- Time-oriented, detailed event outline/agenda showing length of event, start time, end time, approximate time per presentation, all breaks (including meals) and any quizzes/exams.
- List of Exhibitors.

Number of Technical/Educational Content Hours/Minutes _____ Hours _____ Minutes

Number of Exhibits (if applicable) _____

Exhibitor Hours/Minutes (applicable if 10 or more exhibitors) _____ Hours _____ Minutes

- Event delivery (check one):**
- Face-to-face. Enclose detailed outline or, optionally, attach copy of event materials.
 - Virtual Instructor-Led Training (vILT)/Webinar. Enclose detailed outline and copy of program for review.
 - Other. Please describe: _____

PART 3: Review Criteria

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

While an individual may submit an educational event for consideration to BICSI, any event organizer may have its materials reviewed for assignment of CECs by the following:

In order for the event to be recognized for BICSI CECs, event organizers must complete and submit the "Application for CECs: BICSI Global Events", along with all required supporting documentation.

Presentations to be evaluated for CECs MUST be received, along with all supplemental event description/syllabus and or all other materials, 30 days prior to the start date of an event. Presentations are reviewed and CECs are granted at the discretion of BICSI, on the following basis:

- One (1) CEC will be granted for each 60 minutes of approved contact minutes of instructional presentation/discussion. (e.g. Presentation, event or educational course material must relate directly to the design and/or installation of ICT systems.)

- Presentation/content material must be generic in nature and not representing or advertising one particular manufacturer or sales product. This material can acknowledge a manufacturer, distributor, etc., but may not be representative of a pure product sales effort. Content determined as sales-oriented (i.e., designed to “sell” services or products or “product-specific narrative” shall be excluded in determination of CEC contact minutes.
- Break or lunch periods as well as quizzes and examinations are not included when calculating contact hours. Questions and answers throughout a contact hour are expected and acceptable. However, no more than ten (10) minutes of a contact hour may be set aside or dedicated solely for the purpose of providing a question and answer period.
- CEC requests for qualified events or activities greater than two (2) clock hours in duration must indicate time allotted for comfort and/or lunch breaks. If no breaks are indicated, the total number of CECs assigned or awarded will be reduced by one (1) per each eight (8) hour period, or fraction thereof, to account for unqualified activities.
- To qualify as a BICSI Global Conference, the following conditions must be met:
 - The conference must be contiguous in nature and, as a minimum, one (1) full day in duration. A full day is a qualified activity or event with a minimum duration of eight (8) contiguous clock hours including comfort and lunch breaks, quizzes and/or examinations. If any or all days of a BICSI Global Conference are partial in nature, the combined hours of all partial days will be combined and applied toward the conference total.
 - Each full day of the conference must provide the opportunity to earn a minimum of six (6) BICSI CECs.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour presentation would be eligible for one CEC)
- CECs are awarded based upon the printed agenda at the time of Global CEC Application submittal, not on actual event or course experience.
- Proof of Attendance – In order for credential holders to receive their earned CECs, they will have to check-in at the event and the organizer shall provide the attendance roster to BICSI. Alternatively, attendees may request a certificate of attendance for participating in an event.
- Approval of a presentation or activity for a specific event is, in no way indicative of future approval of the same presentation for a different event.

On occasion, the CEC review team, prior to granting CECs, may request changes to a presentation to meet the criteria stated in the BICSI CEC policy. Presentations not received by BICSI headquarters 30 days prior to the start of an event, will have CECs denied if there is insufficient time to make the necessary changes (no less than 15 days prior to the event start date) and have the presentation resubmitted for evaluation. Presentations received after an event will not be granted BICSI CECs. An organization has the right to appeal CEC assignment or denial of CECs. Appeals should be sent to BICSI’s Program Coordination Committee.

PART 4: Acknowledgment and Authorization (Please read and check each box):

- We/I acknowledge the organization is authorized to present this event and its materials.
- We/I acknowledge the organization is authorized to request BICSI CECs or on the presenter’s behalf, and that BICSI is not responsible for the event content.
- We/I acknowledge that BICSI may also reproduce or post the event materials to its website.
- We/I acknowledge that a BICSI representative may be granted complimentary (announced or unannounced) access to the 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 event in any way.
- We/ I understand that if the content, duration or modality of the event changes or differs from the original submission to BICSI and awarded BICSI CECs, it is the responsibility of the event provider to notify BICSI of any changes and resubmit a new Global CEC Application package for the new presentation or event. BICSI reserves the right to rescind or deny CECs for any reason at its sole discretion.

Name (please print)	Signature	Date
---------------------	-----------	------

Submission

Submit entire application, including all supplemental event description and/or materials to:

Mail: BICSI World Headquarters Attention: Global Development & Support
 8610 Hidden River Parkway, Tampa, FL 33637-1000
Fax: +1 813.971.4311 or **E-mail:** global@bicsi.org

Questions:

Contact the Global Department at: +1 800.242.7405 or +1 813.979.1991; Email: global@bicsi.org.