How to Submit CECs Online Credential Holders Guide



Click on the "Log In/Sign up" link to log into your BICSI profile or create a new BICSI profile, if you do not already have one

• Please verify that your BICSI profile has a business address, home address and cell phone number



When you are logged in, click on the "My Account" link

l ogin		
Login		
	Welcome, Joy, Indis	номе
	My Account Logout	

On the "My Account" screen, click on the "Credential Dashboard" link



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Click on the "Submit New CECs" box

• Each CEC submission must be submitted individually. Please do not submit more than one certificate of completion in a single submission.

Credential Das	hboard	
		HOME / CERTIFICATION /
	EFFECTIVE OCTOBER 1, 2019 - New Recertification Audit Policy. Clic	ck here to read the policy in its entirety.
Actions		
Apply for a Credential	Register For A Course Submit New CECs	Order A Stamp Print Certificate
My Credentials		

Verify that your personal information is correct, including home address and cell phone numbers. To change or update, click on "Edit"

BICSI Installation Examination Click here for BICSI Installation	n Application n Exam information.			Edit	
Prefix *	Name		Title		
Primary Email	jayanda () yahoo com		How did you hear about BICSI ?		v
Secondary Email	Reading Read				
Home Address	Address Line 1:	Address Line 2:		Address Line 3:	
	City:	State Province:		Country Code:	
	Postal Code:		*	United Kingdom v	
Cell Phone	Cell Phone				

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In the "Event Name" box, enter the Event ID on the certificate or the Course name, exactly as it appears on the certificate

vent Name:	
High-Capacity Cabling Sy	stems - LIVE WEBINAR 5/23/19 (OV-END-NH-0419-2) - (OV-END-NH-0419-2)

A drop-down should populate events that have already been pre-approved for CECs. If your event is shown, click on it. If it is not shown in the drop-down list, enter the complete title of the event, exactly as it appears on the certificate

• For courses that are not pre-approved for CECs, documentation about the course topic, a timed agenda and a detailed syllabus must be submitted for the course to be evaluated and approved for CECs

If the Event was selected from the drop down, enter the Event start and end dates

• If the event was not in the drop down, all fields must be completed for evaluation

Event Name:		
High-Capacity Cabling Sys	stems _ LIVE WERINAR 5/23/19 (OV-END-NH-0	419-2) - (OV-END-NH-0419-2
Event Dates:	to:	

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Select the format the event was given in

*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.

Other. Please describe :

Click on the "Attachment Category" drop down to indicate which type of document you are attaching and then click on "Choose File" to select a document to attach and then click "Upload"

An attachment is required for all CEC submissions



Click "Submit"

