

BICSI Credential Renewal Application



BICSI views learning as a life-long endeavor and places an emphasis upon continuing education as part of maintaining credentials and certifications. Within each three-year registration period (after the exam is passed), all credential holders must obtain BICSI offered or recognized continuing education credits (CECs) in the information and communications technology (ICT) industry. Credential holders must complete this requirement in order to renew their credential.

Credential	Renewal Cycle	CECs	Additional Requirements	Renewal Fee (online)		Renewal Fee (paper)	
Registered Communications Distribution Designer (RCDD®) *RCDD Retired, see page 3	3 years	45	Obtain one BICSI qualifying conference credit within each three-year registration period.	Member	\$195	Member	\$225
				Nonmember	\$325	Nonmember	\$325
Registered Information Technology Professional (RITP™)	3 years	22	None	Member	\$50	Member	\$70
				Nonmember	\$120	Nonmember	\$120
Registered Telecommunications Project Manager (RTPM)	3 years	36	None	Member	\$195	Member	\$225
				Nonmember	\$325	Nonmember	\$325
Data Center Design Consultant (DCDC)	3 years	24	None	Member	\$195	Member	\$225
				Nonmember	\$325	Nonmember	\$325
Electronic Safety and Security (ESS) Designer	3 years	18	None	Member	\$50	Member	\$70
				Nonmember	\$120	Nonmember	\$120
Network Technology Systems (NTS) Designer	3 years	18	None	Member	\$50	Member	\$70
				Nonmember	\$120	Nonmember	\$120
Outside Plant (OSP) Designer	3 years	24	None	Member	\$195	Member	\$225
				Nonmember	\$325	Nonmember	\$325
Wireless Designer (WD)	3 years	18	None	Member	\$50	Member	\$70
				Nonmember	\$120	Nonmember	\$120
Installer 2	3 years	15	None	Member	\$125	Member	\$150
				Nonmember	\$135	Nonmember	\$160
Installer 2, Copper (INSTC)	3 years	15	None	Member	\$125	Member	\$150
				Nonmember	\$135	Nonmember	\$160
Installer 2, Optical Fiber (INSTF)	3 years	15	None	Member	\$125	Member	\$150
				Nonmember	\$135	Nonmember	\$160
Technician (TECH)	3 years	18	None	Member	\$125	Member	\$150
				Nonmember	\$135	Nonmember	\$160

Note: Installer 1 certifications cannot be renewed. Applicants are urged to continue with the program and test for an Installer 2 certification. Renewal cycle and CEC hours are subject to change. Check your certificate or verify your status on the BICSI website to be sure of your expiration date. Pricing subject to change by BICSI at anytime and without notice.

CEC Information

Qualifying CEC activities include:

- BICSI Instructor-led courses
- BICSI CONNECT (online)
- BICSI or Industry Conferences
- BICSI Region Meetings, Breakfast Clubs, Pub Clubs and Lunch & Learns
- BICSI Technical Committee work
- Other vendor training related to the industry (Web and instructor-led only)

CEC Policy and Requirements

- Requests for CECs from non-BICSI courses are reviewed by BICSI. Credential holders, **not** the course vendors, are required to submit to BICSI an individual CEC application, a comprehensive course outline/syllabus and dated copy of the course completion certificate.
- CECs will not be given for the award of a designation based solely on the successful completion of an examination, even if the designation is directly related to the ICT industry. The purpose of CECs is to show proof of training in the technologies and/or the methods and procedures involved in ICT.
- CECs for a BICSI preparatory course immediately preceding an examination will be given to those who successfully complete that particular exam.

BICSI policy on CEC evaluation and assignment is based on the following conditions:

- All material must be related to subject material applicable to the ICT industry.
- A completed individual CEC application is required.
- A printed course outline, syllabus or curriculum is required for content to be accurately evaluated and CECs assigned. Printed sales brochures lack detail and will not be accepted for evaluation.*
- An agenda is required to determine the time devoted to the presentation of the various topics of the outline, syllabus or curriculum.*
- A certificate of completion must be provided as proof of course attendance and completion.
- One CEC will be granted for each sixty minutes of instructional presentation (60 minutes of actual classroom time).
- CECs are offered in whole units. Partial units are rounded down.
- BICSI reserves the right to make unannounced audits of any course for which it has granted CECs.
- ICT conferences may be awarded CECs, pending they meet the CEC policy & requirements. A maximum of 3 CECs per day and up to a maximum of 10 per renewal cycle.

*BICSI needs only the certificate of completion for pre-evaluated outside vendor courses. Many vendor courses are recognized for BICSI CECs. Visit www.bicsi.org/outsidevendors for a complete list.

BICSI reserves the right to rescind all CECs from any course determined to violate copyright or trademark laws.

Appeals for CEC assignments can be made to the BICSI Director of Training Delivery and Operations. Improprieties should be reported to the Ethics Committee.

CEC Accumulation and Carryover

The Registrations and Credentials Supervision (RCS) Committee will allow CECs acquired in the last quarter (final 3 months) of the renewal period to be carried over into the next renewal period based on the following conditions:

- CECs from a course will not be split up for any reason. If a person needs 3 CECs and they take a single course for 12 CECs, then the entire 12 CECs will be applied to the current renewal and none will be carried over. No exceptions will be made.

- CECs from whole courses (not to exceed 15 for RCDD, 15 for RITP, 10 for Designers or 3 for Installer/Technician) that are beyond what's needed for renewal can be carried over into the next renewal period if the courses have been completed in the last quarter (final 3 months) of the renewal period.
- Carryover CECs are not automatically carried over. It is the credential holder's responsibility to contact BICSI and request the carryover.

Renewal Information

- BICSI will send reminder notices as a courtesy. Please notify BICSI of address, email and phone number changes.
- The absence of a renewal reminder notice does not waive the requirement and will not service as an appeal to revocations.
- Continuing education must be reported on or before the expiration date to prevent the credential from being revoked.
- An online or PDF Renewal Application must be completed and returned to BICSI after completing the CEC/conference renewal requirement accompanied by renewal fee. The completed form must have the credential holder's signature.

Credentialing policies are created by the RCS Committee. The committee provides ongoing oversight to the programs and periodically reviews and revises the policies to ensure the practical and equitable applications of the renewal procedures.

BICSI Antitrust Statement

BICSI believes strongly in competition. U.S. antitrust laws are the rules under which our competitive system operates. It is BICSI's policy to comply in all respects with the antitrust laws.

Association meetings or workshops by their very nature bring competitors together. Accordingly, it is necessary to avoid discussions of sensitive topics. Agreements to fix prices, allocate markets, engage in product boycotts and to refuse to deal with third parties are automatically illegal under the antitrust laws. It does not matter what the reason for the agreement might be.

Accordingly, at any association meeting discussions of prices (including elements of prices such as allowances and credit terms), quality ratings of suppliers, and discussions that may cause a competitor to cease purchasing from a particular supplier, or selling to a particular customer, should be avoided. Also, there should be no discussion that might be interpreted as a dividing up of territories.

An antitrust violation does not require proof of a formal agreement. A discussion of a sensitive topic, such as price, followed by action by those involved or present at the discussion is enough to show a price-fixing conspiracy. As a result, those attending an association-sponsored meeting should remember the importance of avoiding not only unlawful activities, but even the appearance of unlawful activity.

RCDD Retired

To qualify for the RCDD Retired status, the individual must be a current RCDD or RCDD Retired.

To come out of RCDD Retired status, individuals must reapply and pass the RCDD exam, unless they are within their first renewal cycle. If within the first renewal cycle, the RCDD Retired would need to complete the CEC and conference renewal requirements of the RCDD by their expiration date.

Opt-in and renewal requirements for the RCDD Retired:

- Must be a current RCDD or RCDD Retired
- Must adhere to BICSI's Code of Ethics
- Must complete and submit the credentialing renewal application
- No CECs or conference attendance is required
- No RCDD Retired renewal fee

Once an individual has obtained the RCDD Retired status, they will be authorized to use the following:

- RCDD Retired logo
- RCDD Retired ribbon at BICSI Conferences
- RCDD Retired status will appear in BICSI website search engine
- RCDD Retired status will appear behind name on BICSI literature

Individuals with the RCDD Retired status will not receive a certificate or credentialing stamp and may only use the Retired logo associated with their name with any type of media. Contact bicsi@bicsi.org for the RCDD Retired logo.

Please print clearly. The address provided is where your renewal packet will be sent.

Credentialing Renewal Application

Please sign and return this page and the BICSI Code of Ethics and Standard of Conduct, found on page 5.

Name Member/Customer #

Address

City State/Province Zip/Postal code Country

Telephone Email

Select Credential(s) for Renewal

Credential	Member - online	Member - paper	Nonmember - online	Nonmember - paper
<input type="checkbox"/> RCDD	<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 225	<input type="checkbox"/> \$ 325	<input type="checkbox"/> \$ 325
<input type="checkbox"/> RITP	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 70	<input type="checkbox"/> \$ 120	<input type="checkbox"/> \$ 120
<input type="checkbox"/> RTPM	<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 225	<input type="checkbox"/> \$ 325	<input type="checkbox"/> \$ 325
<input type="checkbox"/> DCDC	<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 225	<input type="checkbox"/> \$ 325	<input type="checkbox"/> \$ 325
<input type="checkbox"/> ESS	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 70	<input type="checkbox"/> \$ 120	<input type="checkbox"/> \$ 120
<input type="checkbox"/> NTS	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 70	<input type="checkbox"/> \$ 120	<input type="checkbox"/> \$ 120
<input type="checkbox"/> OSP	<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 225	<input type="checkbox"/> \$ 325	<input type="checkbox"/> \$ 325
<input type="checkbox"/> WD	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 70	<input type="checkbox"/> \$ 120	<input type="checkbox"/> \$ 120
<input type="checkbox"/> Installer 2	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 150	<input type="checkbox"/> \$ 135	<input type="checkbox"/> \$ 160
<input type="checkbox"/> INSTC	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 150	<input type="checkbox"/> \$ 135	<input type="checkbox"/> \$ 160
<input type="checkbox"/> INSTF	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 150	<input type="checkbox"/> \$ 135	<input type="checkbox"/> \$ 160
<input type="checkbox"/> TECH	<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 150	<input type="checkbox"/> \$ 135	<input type="checkbox"/> \$ 160
<input type="checkbox"/> RCDD Retired	<input type="checkbox"/> \$ 0	<input type="checkbox"/> \$ 0	<input type="checkbox"/> \$ 0	<input type="checkbox"/> \$ 0

- A late fee of \$175 will apply for all Designer and RTPM credential renewals completed 91-120 days after the expiration date and \$300 for renewals completed 121-364 days after the expiration date.
- A late fee of \$95 will apply for all Installation credential renewals completed 91-120 days after the expiration date and \$125 for renewals completed 121-364 days after the expiration date.
- Pricing subject to change by BICSI at anytime and without notice.

Continuing Education Credits (CECs) Information (Check one)

- I have obtained the required CECs and they are currently in my transcripts.
- I have submitted to BICSI all of my CEC documentation and I am awaiting CEC assignment. Note: Renewal application will not be processed until the CECs have been assigned. Please select how you submitted your CEC documentation: Email Mail Fax Online
- My CEC documentation is attached to this renewal application.

Additional Renewal Requirements

- RCDDs are required to obtain at least one BICSI qualifying conference credit during each renewal period.

I hereby attest that the above information is true and correct to the best of my knowledge. Late fees will automatically be applied to payment method listed below. This application must be signed and dated before it will be processed.

Applicant signature Date signed

Submit to: BICSI, Attn: Credentialing Dept., 8610 Hidden River Parkway, Tampa, FL 33637-1000; Fax: +1 813.769.1843; Email: credentialing@bicsi.org

Payment Section

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Call BICSI's Accounting Dept. for instructions on wiring funds.) For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information instead.

Total to be paid \$ _____ Check or Money Order Enclosed
 Visa MasterCard American Express Diner's Club Discover

Internal Use Only

Cardholder name (as the name appears on the credit card) Cardholder signature

Credit card number Expiration date Card billing zip code (required)

BICSI CODE OF ETHICS

BICSI's Code of Ethics is based on the principles which assume that societies are governed by a profound respect for human rights and the rule of law. In addition, these principles support the thought that ethics, the criteria for determining what is right and wrong, can be agreed upon by members of an organization and that understanding matters of taste requires sensitivity to cultural norms.

An ethics complaint may be filed when there is a concern of a violation of the BICSI Standards of Conduct. Information regarding the process for filing an ethics complaint is in the Procedures and Policies document, which can be found on BICSI's website at bicsi.org.

BICSI CREDENTIAL HOLDERS - STANDARDS OF CONDUCT

BICSI has established the Ethics Committee, the Standard of Conduct and the Code of Ethics to reinforce the following position: **It is important that the BICSI members and/or its credential holders exhibit the highest principles of ethical and professional behavior in the provision of their products and services associated with the information and communications technology (ICT) industry.** These codes and standards serve to enhance public confidence in the integrity and service of BICSI members and/or credential holders.

Adherence to the **14 Standards of Conduct** is mandatory.

As a BICSI member and/or BICSI credential holder, I have an ethical and professional obligation to the association, ICT industry and its consumers. I therefore pledge to:

1. Maintain a high standard of professional conduct.
2. Protect and enhance the reputation of the BICSI organization, the credentialing program and my credential through my actions.
3. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my profession or position, unless disclosure is required by law or agreement.
4. Be accurate and truthful in my dealings with clients and be careful not to misrepresent the quality, availability or ability of the services I provide.
5. Never, under any circumstances, make a recommendation misrepresenting or misstating any other individual's qualifications, abilities or accomplishments.
6. Provide unbiased, accurate and objective assessments for all safety and operational deficiencies that may be discovered during the performance of my services.
7. Refrain from representing competitors to clients, or the public, by the use of false and misleading statements or malicious actions, but rather work and compete with them in a reasonable and professional manner for the benefit and advancement of our profession.
8. Refrain from using false and misleading statements or malicious actions that might injure another person's reputation or bring harm to their person or property.
9. Respect a client's decision in the selection of competitive services, and continue to offer and provide that client with quality services for as long as is necessary or requested.
10. Serve all members of the public impartially, providing no substandard service based on that individual's age, race, national origin, color, sex, sexual orientation, disability or religious belief.
11. Adhere to all relevant codes, laws, ICT industry standards and BICSI methodologies, where appropriate.
12. Take personal responsibility to ensure that all requirements necessary for the renewal of any BICSI credential that I hold is met on, or before, the expiration date.
13. Be accurate, honest and truthful in the presentation of all educational material or in the preparation of material orders and product availability.
14. I will not misrepresent my BICSI credential nor willingly allow others to do so.

By signing, I am confirming that I have read the BICSI Code of Ethics and the BICSI Standards of Conduct and agree to adhere to them.

Print name

Signature

Date signed