



# RCDD Certification Handbook

**Bicsi**<sup>®</sup>  
**RCDD**

# Congratulations on your decision and commitment to become an RCDD. You are on your way to earning a globally recognized, industry respected ICT design certification.

Dedicated ICT professionals such as you recognize and understand that holding a BICSI credential makes a difference in your career and the ICT industry. After earning the RCDD, you will be recognized as an elite Registered Communications Distribution Designer, who is knowledgeable and experienced in leading edge ICT design principles. We appreciate your professional commitment in demonstrating the highest global standard with an RCDD certification.

We develop and deliver the highest-quality credentialing programs that validate mastery in the field of ICT and contribute to the continued improvement of individual and organizational performance. We work closely with ICT professionals around the world to ensure that our programs are up-to-date and relevant for today's competitive business environments.

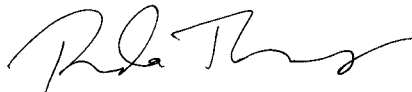
This handbook provides an overview of the RCDD credential, including eligibility and recertification requirements. You will find detailed information to help guide you through the entire certification process.

We wish you much success,



George Thorning, RCDD  
Registrations & Credentials Supervision Committee (RCSC) Chair

Michael Bonaccorsi  
RCDD Sub-Committee Chair



Ronda Thomas, CAE, SPHR, SHRM-SCP  
BICSI RCSC Staff Liaison

**For more information:**  
[bicsi.org/credentialing](https://bicsi.org/credentialing)

## Questions:

Phone: +1 813.979.1991 or 800.242.7405  
(USA & Canada toll-free)  
Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)

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# ABOUT BICSI AND THE RCDD CREDENTIAL

**BICSI is a professional association supporting the advancement of the information and communications technology (ICT) community. ICT encompasses the design, management, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.**

BICSI provides information, education and knowledge assessment for individuals and companies in the ICT industry. BICSI serves nearly 23,000 ICT professionals, including designers, project managers, installers and technicians. These individuals provide the fundamental infrastructure for telecommunications, audio/video, life safety and automation systems.

Through courses, conferences, publications and professional credentialing programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services, and offer opportunities for continual improvement and enhanced professional stature.

BICSI established its credential programs to provide a level of assurance to the industry and to consumers that an individual has knowledge in a designated area of information and communications technology (ICT) design or installation. Our professional designations are valued globally and are recognized throughout the ICT industry.

Established in 1984, the RCDD (Registered Communications Distribution Designer) is the gold standard of all BICSI credentials. Those who achieve the RCDD designation have demonstrated their knowledge in the creation, planning, integration, execution and/or detail-oriented project management of telecommunications and data communications technology.

## RCDD Definition

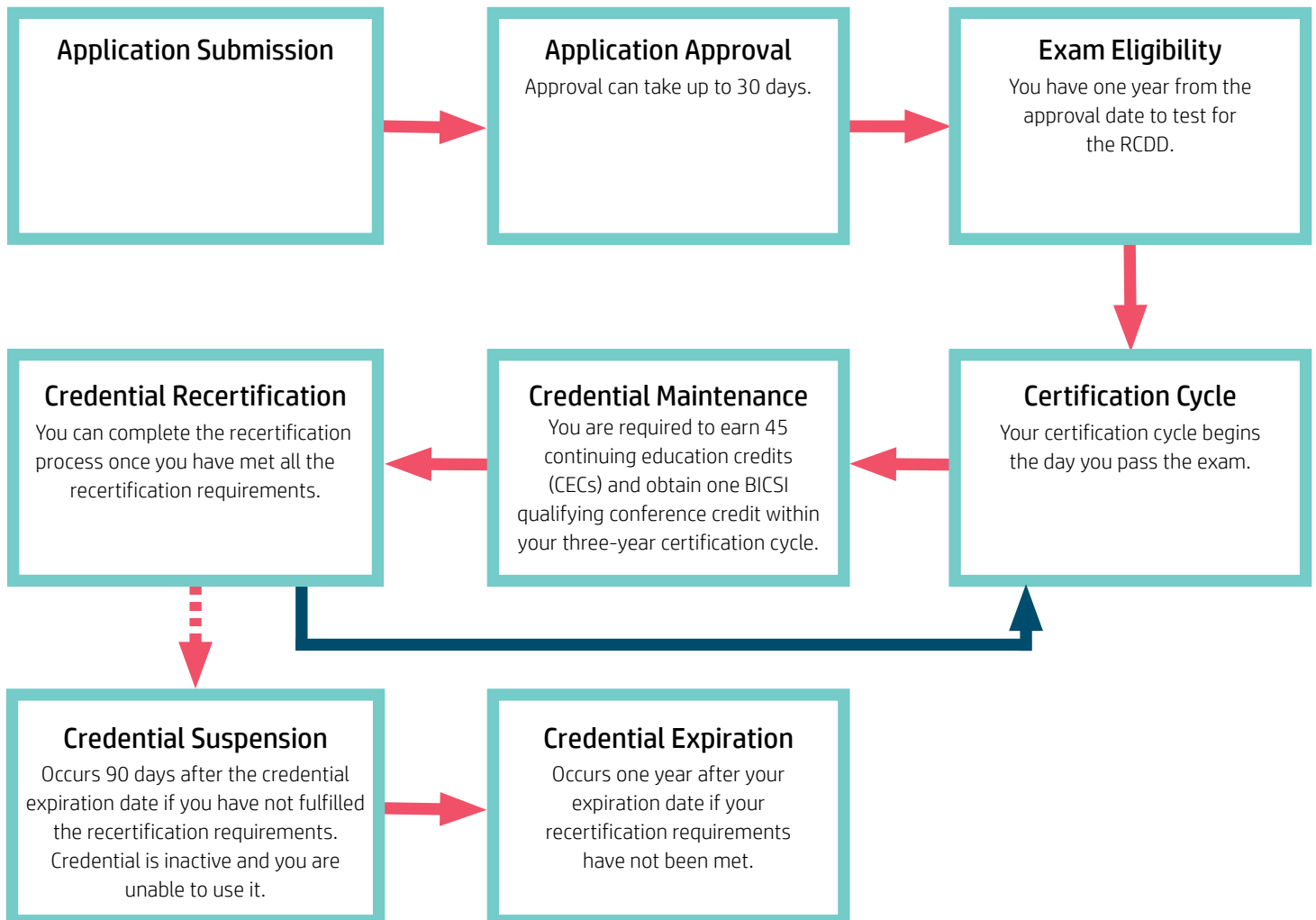
ICT/Distribution Design is the creation, planning, integration, execution and/or detail-oriented project management of information and communications technology (ICT).



## Nine Things to Know About the RCDD Credential

- Pinnacle Designation in the ICT Field
- Enhances Credibility
- Recognized by the ICT Community and Employers
- Recognized Globally
- Required in Bids and Job Requirements
- Built with Your Career in Mind
- Uses the Latest Technologies, Methods and Best Practices
- Meets the Highest Standards
- Opens Doors and New Opportunities for Career Growth

## RCDD CREDENTIALING PROCESS OVERVIEW



### Exam Delivery Statement

Pearson VUE is the exam delivery provider of BICSI exams. Pearson VUE is the world's largest learning company with more than 35,000 employees working across the globe. They are the leader in computer-based testing, with testing centers located globally.

### Non-Discrimination Policy

It is the policy of BICSI and Pearson VUE that no individual shall be excluded from the opportunity to participate in the BICSI RCDD Credentialing Program on the basis of gender, ethnic origin, national origin, religion, age or disability.

### Sanctioned Countries

BICSI is committed to conducting business in compliance with the United States State Department of Foreign Assets Control (OFAC) Sanctions Programs and Country Information and the Specially Designated Nationals (SDNs) and Blocked Persons List. This includes any individual with a residence or a nationality of Iran, Syria, Crimea, Cuba or North Korea.

Individuals who present approved candidate identification during the admissions process showing a non-sanctioned country permanent residence may test and receive certifications. For more information please visit [bicsi.org/OFAC](http://bicsi.org/OFAC).

### Contact Information

All questions and requests for information about the BICSI RCDD Credentialing Program should be directed to:

BICSI, 8610 Hidden River Parkway, Tampa, Florida 33637  
Phone: 800.242.7405 (USA & Canada toll-free)  
Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)

All questions and requests for information about exam scheduling should be directed to:

Pearson VUE, 5601 Green Valley Drive, Bloomington, Minnesota 55437  
Phone: 866.904.4432 (USA & Canada toll-free)  
Web: [pearsonvue.com/bicsi](http://pearsonvue.com/bicsi)

### Name, Address and Email Information

BICSI will send you important information through email, text and postal mail. It is **your** responsibility to keep the contact information on your online BICSI Profile at [bicsi.org](http://bicsi.org) current and up-to-date.



# RCDD Credentialing Process

## THE FIVE PHASES



## PHASE 1: DECIDE

### Exam Eligibility Requirements

Applicants must meet specific educational and/or work experience criteria at the time they submit their application in order to be eligible to take the RCDD exam. The requirements are outlined below:

### Required Experience:

- Five years of information and communications technology (ICT) industry design experience within the last ten years.

**OR**

- Two years of verifiable ICT design experience within the last ten years and three years of additional ICT equivalents chosen from combinations of experience, approved education and approved ICT license/certification (i.e. NTS, WD, CCNA). BICSI reserves the right to determine what is approved curriculum and approved ICT license/certification.

Design includes development of design plans for ICT integration. This includes site surveys, user needs analysis, work print creation, project specifications, RFP creation and pre-project coordination with Professional Engineers (PEs), architects, AHJs, etc.

## Reasons to Become an RCDD

- Positive Impact on Professional Image
- Recognized by the ICT Community
- New Job and Promotion Opportunities
- Higher Salary Possibilities
- Expands ICT Career Field

It is widely accepted that the RCDD is one of the most prestigious credentials in the industry. Possessing it enhances my credibility in leadership roles, and allows me to pass on valuable information related to the ever-changing and expanding ICT industry.

– Richard Tovo, RCDD, INSTF,  
Field Director, Iron Arch Technology,  
La Crescenta, California, USA

### RCDD Bid Requirements

You can expect an RCDD to follow current standards and best practices for improved quality and performance, including standards established and/or contributed to by: BICSI, Telecommunications Industry Association (TIA), American National Standards Institute (ANSI), National Electrical Contractors Association (NECA), American Institute of Architects (AIA) and Construction Specifications Institute (CSI).

RCDDs are required to demonstrate proficiency across a wide range of areas within structured cabling systems, including network, outside plant, wireless and electronic safety and security design, data centers and building automation systems (BAS). This expanded knowledge enables the RCDD to advise the owner/end user of the appropriate IT, AV and security requirements. The RCDD has learned to perform the design tasks related to these systems, including construction drawings and specifications.

The U.S. Courts Design Guide<sup>1</sup> requires that pathways and spaces be designed by an RCDD. Both the U.S. Defense Department's Unified Facilities Criteria (UFC)-Telecommunications Building Cabling Systems Planning and Design<sup>2</sup> and the Army's Technical Criteria for the Installation Information Infrastructure Architecture<sup>3</sup> require an RCDD to provide design services.

The tender for the Expansion of the Abu Dhabi International Airport<sup>4</sup> in the United Arab Emirates requires that the Testing Field Supervisor be an RCDD and that cabling installers have an RCDD on staff.

<sup>1</sup>U.S. Courts Design Guide, Judicial Conference of the United States, 2007 (with 2008 revisions), Chapter 15: Building Systems, Communications Systems section, p. 15-15. <sup>2</sup>UFC-3-5801, 22 June 2007, Chapter 2 – Building Telecommunications Cabling System Specifications, p. 4. <sup>3</sup>Department of the Army—United States Army Information Systems Engineering Command—Fort Huachuca, Arizona 85613-5300, Technical Criteria for the Installation Information Infrastructure Architecture, Chapter 2.0 – Building Telecommunications Cabling Systems (BCS) Specifications, p. 2. <sup>4</sup>Contract: Midfield Terminal Building – General Contractor, WBS 1.2.3.3 Tender Document: Volume 3 of 4, SPECIFICATIONS Book 12 of 24 – Division 27 - January 2011.

### GI Bill Information

The BICSI RCDD exam may be eligible for GI Bill reimbursement for those who qualify. The VA pays only the exam costs, or up to \$2,000 for each exam. Payment is issued after you submit proof of payment to the VA. The VA will pay for exams, even if you are unsuccessful in your attempt to earn a certification. For more information, including an application for reimbursement of exam fees, please visit the BICSI Credentialing web page at [bicsi.org/credentialing](http://bicsi.org/credentialing). Please note that BICSI exam requirements and retest policies still apply.

### U.S. Military Tuition Assistance Program

Through the Credentialing Opportunities On-Line Program, qualifying U.S. military members can use their ICT-related installation, design and project management experience toward earning a BICSI credential. Recognized worldwide, our certification programs help you position yourself as an expert in the ICT industry and prepare you for a life-long career in an in-demand industry.

More information on the four available assistance programs can be found online at [bicsi.org/COOL](http://bicsi.org/COOL).



I honestly don't know where I would be today had I never discovered BICSI or taken advantage of all the training classes and certifications, especially the RCDD. Thanks to BICSI, my family and I can relax and enjoy my retirement and financial security.



– Terry Colegrove, RCDD, NTS, OSP, WD, Retired, Communication Infrastructure Designs, Inc., St. Charles, IL, USA



## PHASE 2: PREPARE

### Exam Blueprint

The exam is drawn from BICSI's *Telecommunications Distribution Methods Manual (TDMM)*. Approximately 80% of the questions are based on content from the *TDMM* core chapters. The Appendices at the end of the manual and Glossary are not on the exam. Highlighted chapters indicate a core chapter.

1	Principles of Transmission	12	Outside Plant
2	Electromagnetic Compatibility	13	Audiovisual Systems
3	Telecommunications Spaces	14	Building Automation Systems
4	Backbone Distribution Systems	15	Data Networks
5	Horizontal Distribution Systems	16	Wireless Networks
6	ITS Cables and Connecting Hardware	17	Electronic Safety and Security
7	Firestop Systems	18	Data Centers
8	Bonding and Grounding (Earthing)	19	Health Care
9	Power Distribution	20	Residential Cabling
10	Telecommunications Administration	21	Business Development and Project Management
11	Field Testing of Structured Cabling		

### Exam Copyright

All exam questions are the copyrighted property of BICSI. Any attempt to reproduce all or part of an exam is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the exam room, aiding others in reconstructing any portion of an exam by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that exam scores might be invalidated in the event of this type of suspected breach.

### Suggested Study

No two candidates come to the exam with the same knowledge base, as ICT experience and educational backgrounds vary. Most candidates spend time studying and preparing for the exams, which measure how well candidates can apply their ICT knowledge and experience. Therefore, it is not possible to train for or teach to the exam by reading certain books or memorizing specific information. The best way to prepare is to review and study the content in each functional area of the Exam Blueprint for the RCDD Exam.

MID-CAREER (Two to five years of experience)	ADVANCED CAREER (Five plus years of experience)
<ul style="list-style-type: none"> <li>DD101 (or the pre-assessment): Foundations of Telecommunications Distribution Design (BICSI CONNECT online course)</li> </ul>	<ul style="list-style-type: none"> <li>DD101 (or the pre-assessment): Foundations of Telecommunications Distribution Design (BICSI CONNECT online course)</li> </ul>
<ul style="list-style-type: none"> <li>DD102: Designing Telecommunications Distribution Systems</li> </ul>	<ul style="list-style-type: none"> <li>DD102: Designing Telecommunications Distribution Systems</li> </ul>
<ul style="list-style-type: none"> <li>150+ <i>TDMM</i> study hours</li> </ul>	<ul style="list-style-type: none"> <li>125+ <i>TDMM</i> study hours</li> </ul>
<ul style="list-style-type: none"> <li>BICSI <i>TDMM</i> flash cards</li> </ul>	<ul style="list-style-type: none"> <li>BICSI <i>TDMM</i> flash cards</li> </ul>
<ul style="list-style-type: none"> <li>BICSI RCDD Test Preparation Course (BICSI CONNECT online course)</li> </ul>	<ul style="list-style-type: none"> <li>BICSI RCDD Test Preparation Course (BICSI CONNECT online course)</li> </ul>

### Exam Specifics

Number of Questions .....100

Allotted Examination Time..... 2.5 Hours

## PHASE 3: APPLY

### Application Process

The following items must be completed and submitted online.

- **A fully completed online RCDD Exam Application.**
- **Current resumé.** Last ten years of work history must be included.
- If applicable, a copy of degrees, diplomas and/or certifications.
- **Four letters of reference.** The letters should be on company letterhead, dated, and include a contact telephone number and email address. The letters should be from the following:
  - One personal reference. (Letterhead not required.)
  - Two from different clients or customers for whom you have recently completed design work. The letters must include the following information:
    - Explanation of your design qualifications by providing specific details of the design work performed.
    - A summary of the scope of the project, the project's location and how you were involved in the project.
    - Date of the job(s) from beginning to end and the level of the client's satisfaction.
  - One from your current employer stating your level of participation in the design of projects you are working on and the length of time that you have been actively employed as an ICT designer.

Note: If you are self-employed or a principal of your company, you must provide an additional letter from a client for whom you have recently completed design work.

ICT design experience will be verified. Based on the verification process of your RCDD design experience, BICSI reserves the right to require additional submittal as proof of experience. Failure to provide these additional requirements will result in rejection of the application.

### Application Processing

BICSI processes applications in the order they are received. A nonrefundable application fee must accompany your application.

Please allow 30 days for approval.

## RCDD CREDENTIALING PROCESS

### Fees

	PRICES*	DETAILS
<b>Exam Application Fee</b> (Paid to BICSI)	\$510 - BICSI Member \$725 - Nonmember	<p><b>Fees include:</b> Processing of exam application, first attempt exam fee, registration and testing at any Pearson VUE location, exam score report for unsuccessful attempts, RCDD certificate and lapel pin once certification is achieved.</p> <p><b>Fees do not include:</b> Study materials, preparatory classes, study support fees, traveling expenses to and from testing centers, or retest fees.</p>
<b>Exam Retest Fee</b> (Paid to Pearson VUE)	\$230- BICSI Member \$355 - Nonmember	Fee applies to retest at a Pearson VUE location after an unsuccessful attempt.

\*Pricing is subject to change without notice.

### Payment Methods

PAYMENT TYPE	METHOD FOR SENDING PAYMENT
Credit card	Online, over the phone or postal mail to BICSI
Check or money order	Postal mail to BICSI
Wire transfer	Email <a href="mailto:credentialing@bicsi.org">credentialing@bicsi.org</a> for wire transfer details

### Incomplete Applications

Exam candidates whose application is submitted without all the requirements will receive an email outlining what information is missing and when it is due. The missing information must be submitted by the due date or the application will be considered incomplete and will not be accepted. The exam application fee will be forfeited.

### Application Denials

An application will not be approved, and/or the candidate's authorization to test may be revoked, for any of the following reasons:

- Failure to meet the minimum eligibility requirements.
- Application is incomplete.
- Falsification of information on the application.
- Misrepresentation of work experience or other information on the application.
- Violation of testing policies and procedures.

### Refund Policy

Application fees are not refundable or transferable, including those found to be ineligible.

### Legal Name

When submitting your application use your full legal name as it appears on your unexpired, valid, government-issued official identification documentation. This is the name that the testing administration site will use to verify your exam on your exam day. This is also the name that will appear on your official certification once you successfully pass the exam.

### Eligibility Dates

Your application is valid for one year from the date it is approved. This is referred to as your eligibility dates in your Exam Authorization Letter.

### Waiting Period

During any exam eligibility period (one year from the date of application approval), there is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

### Terms and Conditions

You must agree to the following statements:

- I agree to inform BICSI, without delay, of matters that can affect my capability to continue to fulfill the certification requirements.
- In the event of a certification suspension, I will refrain from any use and/or further promotion of the certification while it is suspended.
- In the event of withdrawal or revocation of the certification, I will refrain from use of all references to a certified status.
- I will make claims regarding certification only with respect to the scope for which certification has been granted.
- I will not use the certification in such a manner as to bring BICSI into disrepute, and not make any statement regarding the certification which BICSI considers misleading or unauthorized.
- I will not use certification status or the credential in a misleading manner.
- I certify that I will not provide, receive or release any confidential exam information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.

## **PHASE 4: TEST**

### **Requests for Special Accommodations**

BICSI's Registrations & Credentials Supervision Committee complies with the Americans with Disabilities Act (ADA) and shall ensure no individual is deprived of the opportunity to take a BICSI certification examination solely by reason of a disability as defined under the ADA. Candidates must submit a written request and recent (within the last three years) supporting documentation related to disability needs. The request and supporting documentation must be received at least 30 calendar days prior to the examination. Requests for special testing accommodations require documentation of a formally diagnosed and qualified disability by a qualified professional who has provided evaluation or treatment for the candidate.

### **Appeal of Denial of Request for Special Accommodations**

Candidates who are denied their request for Special Accommodations may file an appeal with the BICSI's Registrations & Credentials Supervision Executive Committee. The decision of Registrations & Credentials Supervision Executive Committee is final. Credentialing@bicsi.org - Attn: RCSC Appeal.

### **How to Schedule**

BICSI partners with Pearson VUE to deliver the RCDD exam in a computer-based testing format. Pearson VUE will notify you of any changes to test site availability due to bad weather, technical issues or other unscheduled events.

Once your application is approved, you will receive a BICSI Exam Authorization Letter by email confirming your approval. The authorization letter includes your candidate ID, first attempt exam fee voucher, as well as scheduling information.

We encourage you to schedule your exam appointment date as soon as you are approved. Scheduling early increases the chance you will receive your preferred testing date, time and location.

When scheduling an appointment, have the following information available:

- Your name exactly as it appears on your valid, unexpired government-issued ID
- Your candidate ID number
- The name of your exam sponsor (BICSI)
- The exam for which you are approved (RCDD-002)
- Your preferred appointment date, time and location
- First attempt exam fee voucher

To schedule online, visit [pearsonvue.com/bicsi](https://pearsonvue.com/bicsi) and click on "create an account" or "sign in," if you already have a Pearson VUE account.

You can also schedule on the phone. To do so, call 888.602.6941. International phone numbers may vary. Please refer to the Pearson VUE website for alternate numbers, if needed.

### **Rescheduling or Cancellation Policy**

You must contact Pearson VUE at least one business day prior to your scheduled appointment if you would like to reschedule or cancel your testing appointment. Rescheduling or canceling less than one full business day prior to your appointment may result in forfeiting your exam fees.

**Exam Fee**

Your first attempt exam fee is included in your application fee and is paid directly to BICSI. The first attempt exam fee includes registration and testing at any Pearson VUE location, and an exam score report for unsuccessful attempts. In the event you are unsuccessful, exam retest fees apply and are paid directly to Pearson VUE.

**Exam Identification & Conduct Requirements**

The RCDD certification exam is administered in highly secure testing centers. All exam candidates will be required to provide proof of identity with an unexpired original government-issued photo ID with signature, such as a driver license, a passport or military ID. The name and photo on the primary or secondary ID must exactly match the name on the candidates Exam Authorization Letter.

You will be required to provide a secondary ID. The following are acceptable forms of secondary identification:

- Valid employer identification card
- Valid credit card with signature
- Valid bank card with photo

**Examples of Acceptable Names on Required ID**

NAME ON APPLICATION	NAME ON ID	ADMITTED TO TEST
Mohammed Saeed	Saeed Mohammed	Yes
Christine Reynolds	Christine White	No
William Rice	Bill Rice	Yes
T.J. Coleman	Thomas J Coleman	Yes
Tanya L. Sullivan	Tanya Lee Sullivan	Yes

Trained proctors will supervise the Pearson VUE testing centers. Irregularities observed or suspected by the proctors, or identified by subsequent statistical analysis of your answers on the exam, may result in your removal from participation in the exam or invalidation of your score. Irregularities include, but are not limited to, creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove materials from the testing room. BICSI reserves the right to investigate each incident of misconduct or irregularity.

Candidates must be able to use a computer and mouse.

Candidates are not allowed to bring any items into the testing room (phones, watches, hats, etc.). All necessary items will be available during the exam, including calculators and a whiteboard for scratch paper.

There are no scheduled breaks during the exam. If a break is needed, the break will count towards the 2.5 hours you have to complete the exam.

## Confidentiality

All exam questions are the copyrighted property of BICSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute, display or share these examination questions by any means, in whole or in part.

New credential holders will be listed, by name only, in BICSI publications. Please contact us immediately if you wish to be excluded. Exam (pass/fail) results are confidential and will not be disclosed to anyone without candidate consent, unless directed by valid and lawful subpoena or court order.

When you submit your RCDD exam application, you agree to abide by the BICSI Terms and Conditions (found on page 12 of this handbook). Among other things, the Terms and Conditions address post-examination questions and discussions. It states: ***“...I certify that I will not provide, receive, or release any confidential examination information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing, or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.”***

Any such discussion would be a potential violation of the BICSI Terms and Conditions and could affect the status of your credential, up to and including revocation of your credential or permanent suspension from any BICSI credential exams.

## Passing Score

The RCDD exam is designed to identify candidates with proficiency in the necessary competencies and knowledge that drives success in the ICT industry. The passing score for the RCDD exam is determined by sound psychometric analysis. The passing score is established through a process called standard-setting, during which a selected panel of experts from the ICT field who currently hold the RCDD credential conduct a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job. Their expert judgment is translated to a specific passing score on the exam using the statistical Angoff Method, a commonly used method in the credentialing industry.

Your performance on the RCDD exam will be measured against this predetermined standard. Your performance will not be measured against the performance of other individuals.

## Results

After completing the examination, candidates who pass the exam will be notified of their passing status immediately at the testing facility. Candidates who are unsuccessful on the exam will be provided a score report. The score report is an explanation of your performance level on each of the topic areas covered on the exam. It is not an actual score. Each section has a different weighting based on the number of questions in each section. One section may have a smaller or larger number of questions than in the other sections. It is meant to provide you with the areas for which you may need some additional study.

Candidates who pass the exam will receive an official congratulatory letter, a credential certificate and lapel pin. The letter confirms that you successfully completed the RCDD certification process and also gives instructions on how to obtain the RCDD logo and digital stamp. The certificate and lapel pin will be sent 4-6 weeks after the exam. If you have a mailing address outside the U.S., please expect 8-10 weeks for receipt of your certificate packet.

## Retest Information

There is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

## Comments

If you would like to provide a comment on a specific question on the exam and have it reviewed by the RCSC, you may do so by making a comment in the exam using the comment feature. If you answer the question incorrectly and the committee determines a re-score, changing your final score from fail to pass, BICSI's Credentialing Department will notify you by email within 30 days of your exam. The time spent on commenting on questions is allotted in the 2.5 hour exam total time and only comments made during the exam will be reviewed.

## PHASE 5: RECERTIFY

STATUS	DEFINITION
<b>Active</b>	The status of a current credential.
<b>Grace Period</b>	The period between expiration of a credential and 90 days post expiration of that credential.
<b>Inactive Suspended Period</b>	The period after your grace period of 90 days through one year post-expiration of that credential.
<b>Expired</b>	The status of a credential greater than one year from expiration of that credential.
<b>Reinstatement</b>	The RCSC will review and vote on reinstatement requests of which have been provided documentation of undue hardship preventing recertification during the standard recertification and suspension period.
<b>Re-examination</b>	After a credential has lapsed for greater than one year from the expiration date and has not been approved for reinstatement.

### RCDD Credential Registration Period

Your RCDD credential is valid for three complete calendar years, with an expiration date of December 31. Your credential will be valid for the remainder of that calendar year in which you first passed the exam plus an additional three years, regardless of the month in which you passed the exam. For example, if you earned your RCDD certification on September 20, 2017, your credential expiration date would be December 31, 2020.

### Recertification Requirements

Recertification is an important part of any respected certification program and it is required to maintain a certification after passing the exam. Recertification helps to ensure the validity and credibility of the RCDD credential. BICSI views learning as a life-long endeavor and places an emphasis upon continuing education as part of maintaining your RCDD status.

It is the RCDD's professional responsibility to ensure that all requirements and conditions for recertification are satisfied and submitted to BICSI prior the credential period ending. BICSI issues recertification reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track and documenting continuing education credits (CECs) and any other requirements of the recertification process.

Within each three-year designation period, beginning when the exam is passed, all RCDDs must obtain a minimum of 45 approved CECs and one BICSI qualifying conference credit to recertify. If you do not recertify by your designation period end date, you may no longer use your RCDD credential or represent yourself as certified.



Recertification Fees	PRICES*	DETAILS
Recertification Fee (Online)	\$200 - BICSI Member \$325 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must be submitted online, along with payment.
Recertification Fee (Paper)	\$230 - BICSI Member \$355 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must accompany the payment.
Recertification Late Fee (91-120 Days)	\$175	Fee applies to recertification applications submitted 91-120 days past the credential expiration date.
Recertification Late Fee (121-364 Days)	\$300	Fee applies to recertification applications submitted 121-364 days or more past the credential expiration date.
Reinstatement Fee	\$300	Fee applies to credential reinstatement.
Duplicate Certificate	\$25 - BICSI Member \$35 - Nonmember	Fee applies to requests for mailed duplicate certificates.

\*Pricing is subject to change without notice.



# AFTER BECOMING AN RCDD

## Use of the Designation

Professionals who have met the certification standards defined by BICSI and who maintain their credential through the recertification process are authorized to use the RCDD designation.

Adding your RCDD credential to your professional profile will draw special attention to your achievement, and to the time and discipline involved in pursuing and attaining your goal. You may include your credential on business cards, in resumes, on your personal web pages, in bylines for articles or blog posts, and in e-mail signatures.

## RCDD Stamp

Professionals who have met the certification standards defined by BICSI and who maintain their credential through the recertification process are authorized to use the RCDD designation, including an RCDD stamp. We encourage you to use your RCDD stamp whenever appropriate. You are eligible to receive a complimentary digital RCDD stamp. Certification holders will be able to purchase a self-inking stamp from BICSI. The cost per stamp is \$25, including tax and shipping, and can be ordered by emailing [credentialing@bicsi.org](mailto:credentialing@bicsi.org).

## Credential Verification

The names of current credential holders are not considered confidential and may be published by BICSI. Published information may include name, city, state, country, credential held and certification status. The names of all professionals holding the RCDD certification will be automatically listed in BICSI's online Verify a Credential Holder Search Directory, searchable by first name, last name, city, state and country. The directory facilitates verification of one's certifications by employers, clients and vendors. It can be found online at <https://www.bicsi.org/education-certification/certification/search-verify-credential-holder>.

## Records Retention

BICSI retains paper documentation for two years. You must retain copies of all documentation sent to BICSI.

## Certificate Frame

Show your BICSI certification pride by ordering a high-quality frame for your new certificate. Visit: [framingsuccess.com](http://framingsuccess.com) and enter *BICSI*.

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## Recertification Suspension Policy

A suspension period is intended to allow you the opportunity to complete your expired credentials' recertification requirements without the loss of the credential. The expired certification will instead be suspended (invalid) until all recertification requirements have been satisfied as defined below.

The suspension shall be provided automatically after 90 days past the expiration date.

You will receive a written notice of expiration and placement into the suspension period; sent to your address on file. The suspension shall expire **one year** from the certification's original expiration date.

The suspension period **will not** alter the recertification period dates or change the certification's original expiration date.

BICSI's website will indicate the credential holder's suspended certification during any suspended period. If proof of the suspension period is required by someone other than the credential holder (i.e. client or employer), you may log into your BICSI profile for status of your certification.

To view the Suspension Policy, in entirety, as well as the conditions of suspension, please visit the BICSI Credentialing webpage at [bicsi.org/credentialing](http://bicsi.org/credentialing).

# General Policies and Procedures

## 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](http://bicsi.org).

## Standards of Conduct

BICSI has established the Ethics Committee, the Standards 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.

## 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.



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For more information:

[bicsi.org/credentialing](https://bicsi.org/credentialing)

Questions:

Phone: +1 813.979.1991 or 800.242.7405  
(USA & Canada toll-free)

Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)