



# Recertification Leads to Industry Excellence

There are many convenient ways to recertify your BICSI Registered Communications Distribution Designer (RCDD®) credential. In fact, you are probably already expanding your knowledge through continuing education activities that qualify!

## How Recertification Benefits You

Every three years, RCDD credential holders must earn 45 continuing education credits (CECs) and one BICSI qualifying conference credit, through qualified activities and programs. Recertifying your credential helps you accomplish three goals:

- Boost your competencies and stay on top of emerging ICT industry trends and technologies
- Propel your professional achievements by positioning yourself as a leader among your peers
- Advance your career with newfound knowledge and emerging job opportunities

## Find Continuing Education Programs for Recertification Credit

Recertification is more than just renewing your credential. It encourages you, as a credential holder, to keep pace with new ideas and practices that can help you succeed.

- BICSI has many approved programs that you can find on our website at [bicsi.org/recertify](https://bicsi.org/recertify)
- Take advantage of BICSI's professional development programs in functional areas of your certification

**BICSI believes that continuous knowledge and competency enhancement advances not only your career, but also your organization—and the entire ICT industry as a whole.**

“My RCDD credential and the BICSI organization have given me not only a job, but a career. I have had growth and plans that I never thought possible.”

*Fernando Chavez, RCDD – Project Consultant  
– Iron Arch Technology*



# 7 Steps to Recertification

## STEP 1

### Start Planning Your Recertification

Recertification planning begins as soon as you earn your new credential. Think about your timeline and what activities you can include.



## STEP 2

### Verify Your Contact Information

We will communicate with you mostly via email. Please log into your BICSI online profile at [bicsi.org/login](https://bicsi.org/login) and make sure your email and postal addresses are correct.



## STEP 3

### Know Your Recertification End Date

The deadline for submitting your 45 CECs and one BICSI qualifying conference credit is the last day of your recertification cycle. You will find this information on your online profile and certificate.



## STEP 4

### Read the CEC Program Handbook

You'll find the CEC Program Handbook online at [bicsi.org/recertify](https://bicsi.org/recertify). Understanding these policies and procedures and knowing when to recertify will help you develop a solid recertification path.



## STEP 5

### Begin Your Recertification Application

Your three years to recertify will go by quickly. Start earning your recertification credits in your first year and enter them immediately into your online profile. You must upload all documentation for recertification activities you participate in.



## STEP 6

### Submit Your Application & Recertification Fee

Submit 45 CECs and one BICSI qualifying conference credit and recertification fee by your end date to avoid suspension. Within 30 business days we'll review your application and send an email (to the address on your profile), either requesting more information or offering congratulations.



## STEP 7

### Receive Recertification Application Approval

Once your application has been approved, you can expect your new certificate within four weeks of approval.



### Tips:

1. If you need activities to complete your 45 CECs and/or one BICSI qualifying conference credit, please visit our website at [bicsi.org/recertify](https://bicsi.org/recertify).
2. For information on suspended status and how to avoid it, please read the Credential Suspension Policy found on our website at [bicsi.org/recertify](https://bicsi.org/recertify).
3. Look for recertification tips via email and on our website.
4. Communicate with fellow ICT Professionals on a variety of topics on BICSI's official LinkedIn group page.



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