



## BICSI Credential Recertification 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 certification 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 to recertify their credential. Recertification is more than just recertifying your credential. It encourages you, as a credential holder, to keep pace with new ideas and practices that can help you stay current, at the top of your field and succeed.

Credential	CECs	Online Recertification Fee
RCDD® *1 BICSI qualifying conference credit required	45	Member \$195 Nonmember \$325
RTPM	36	Member \$195 Nonmember \$325
OSP, DCDC	24	Member \$195 Nonmember \$325
INSTC®, INSTF®, INST2®	15	Member \$125 Nonmember \$135
TECH	18	Member \$125 Nonmember \$135
ESS, NTS, WD	18	Member \$50 Nonmember \$120
RITP	22	Member \$50 Nonmember \$120

**Note:** Recertification cycle duration and CEC hours are subject to change. Pricing subject to change at any time and without notice.

A paper recertification application will have an associated processing fee applied.

### Recertification Information

- BICSI will send reminder notices as a courtesy via email and mail. Please notify BICSI of address, email and phone number changes to ensure receipt of such notices.
- The absence of a reminder notice does not waive the requirement and will not service as an appeal to waive late fees.
- Continuing education must be reported on or before the expiration date to prevent the credential from being suspended.
- An online or application must be completed and returned to BICSI, accompanied by a recertification fee to recertify.

### Continuing Education Credits

To receive continuing education credits, you must provide BICSI's Credentialing Department with your certificate of completion. If the activity is NOT a BICSI course or a pre-recognized industry course, you must further provide the complete course description and course agenda, INCLUDING the course length in hours along with a CEC application. Please follow the link below to review the full policy and guidelines.

[https://www.bicsi.org/docs/default-source/certification-section-files/continuing-education-credits-program-policy.pdf?sfvrsn=3629f262\\_2](https://www.bicsi.org/docs/default-source/certification-section-files/continuing-education-credits-program-policy.pdf?sfvrsn=3629f262_2)

### Credential Suspension Policy

A credential suspension period is intended to allow a credential holder the opportunity to complete their expired credentials' recertification requirements without the loss of the credential. The expired credential will instead be suspended (**invalid and unable to utilize while in suspended status**) up to 1 year from expiration date. Credential holders may use that 1 year to resolve any outstanding issues and satisfy their recertification requirements, as defined in the policy. Please follow the link below to review the full policy and guidelines.

[https://www.bicsi.org/docs/default-source/certification-section-files/rcsc\\_suspension\\_policy.pdf?sfvrsn=e3dee5ed\\_2](https://www.bicsi.org/docs/default-source/certification-section-files/rcsc_suspension_policy.pdf?sfvrsn=e3dee5ed_2)

*\*This policy has strict requirements that the credential holder should completely read and understand before considering a credential suspension.*

### 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.

### Retired Status for RCDD Credential

Opt-in and requirements for the RCDD Retired:

- Must be an active RCDD in good standings
- Must adhere to BICSI's Code of Ethics
- Must complete and submit the recertification application
- No CECs or conference attendance credit is required
- No recertification fee is applied

Once an individual has obtained the RCDD Retired status, they will be eligible for the following:

- RCDD Retired logo
- RCDD Retired ribbon at BICSI Conferences
- RCDD Retired status will appear in BICSI website search engine

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](mailto:bicsi@bicsi.org) to request the RCDD Retired logo.

# BICSI Credentialing Recertification Application

Please print clearly. The address provided is where your recertification packet and recertification reminders will be sent.

Please sign and return page 2 and the BICSI Code of Ethics and Standards of Conduct found on page 3.

First Name	Last Name	Member/Customer #	
Primary Mailing Address <small>(This is where you will receive your recertification packets &amp; Reminders)</small>			
City	State/Province	Zip/Postal code	Country
Telephone	Primary Email	Secondary email	

**Select Credentials for Recertification. Check all that apply:**

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

**LATE FEES for RCDD, RTPM, DCDC, OSP**

- 91-120 Days past original expiration date of \$175
- 121-364 Days past original expiration date of \$300

**LATE FEES for Installer 2, Installer 2, Copper, Installer 2 Fiber, Technician**

- 91-120 Days past original expiration date of \$95
- 121-364 Days past original expiration date of \$125

*\*Pricing subject to change at any time 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 my CEC documentation and I am awaiting CEC assignment.  
 Please select how you submitted your CEC documentation:    Email    Mail    Fax    Online

**Note:** *Recertification application will not be processed until the CECs have been posted to the transcripts.*

- My CEC documentation is attached to this recertification application.

**Late fees will automatically be applied to payment method listed below.** This application must be signed and dated before it will be processed. Once completed you will receive an email confirming your recertification has been processed.

Applicant signature	Date signed
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**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.

Internal Use Only

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

Cardholder name (as the name appears on the credit card)	Cardholder signature
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Credit card number	CVV	Expiration Date	Card billing zip code (required)
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## 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](http://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.**

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Print name

Signature

Date signed