

BICSI Credential Recertification Application



Bicsi[®]



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Maintaining your BICSI Credential demonstrates your commitment to excellence and dedication to continued professional growth.

Credential	CECs	Online Recertification Fee
RCDD® *1 BICSI qualifying conference credit required	45	Member \$200 Nonmember \$325
RTPM™, DCDC™	36	Member \$200 Nonmember \$325
OSP™	24	Member \$200 Nonmember \$325
INSTC®, INSTF®, INST2®	15	Member \$130 Nonmember \$140
TECH	18	Member \$130 Nonmember \$140
ESS, NTS, WD	18	Member \$50 Nonmember \$120
RITP	22	Member \$50 Nonmember \$120

* DCDC Credential holders that expire on 12/31/2019 will need 24 CECs for recertification

* Late fees will be automatically applied to payment

* Pricing is subject to change at any time and without notice

Recertify Online through your Credential Dashboard

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

Credential Suspension Policy

BICSI's Suspension Policy & Reinstatement for Lapsed Credential Holder Policy is intended to allow a credential holder who has expired the opportunity to complete their recertification requirements and continue their credential. These policies have strict requirements including **NON-USE OF THE CREDENTIAL**, that the credential holder should completely read and understand before considering letting the credential expire. Please follow the link below to review the full policies and guidelines:

bicsi.org/recertify

RCDD-Retired Status

RCDD's who have retired but would like to maintain an RCDD Retired credential must meet the following requirements for the RCDD-R status:

- Must be an active RCDD in good standing
- Must adhere to BICSI's Code of Ethics
- Must complete and submit the recertification application

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 to request the RCDD Retired logo.

Recertification Notices

BICSI sends reminder notices as a courtesy via email, mail and text messaging. Please ensure that the information on your BICSI profile is kept up to date. The absence of a reminder notice does not waive the requirement and will not service as an appeal to waive late fees.

Continuing Education Credits

Continuing Education activities are intended to promote the continued development of professional skills and knowledge. CECs are awarded based on the number of ICT hours spent on an activity. To receive credit, you must provide BICSI with a certificate of completion and/or other documentation outlined in the [CEC Policy](#). If the activity is **NOT** a BICSI course or preapproved for CECs, you must complete an [Individual CEC Application](#).



BICSI Credentialing Recertification Application

Please print clearly. The home 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.**

Name Member/Customer #

Home Mailing Address (This is where you will receive your recertification packets & Reminders)

City State/Province Zip/Postal code Country

Telephone Cell Phone Email

Select Credentials for Recertification. Check all that apply:

Credential	Online Member Fee	Online Non-Member Fee	Paper Member Fee	Paper Non-Member Fee
<input type="checkbox"/> RCDD <input type="checkbox"/> RTPM <input type="checkbox"/> DCDC <input type="checkbox"/> OSP	\$200	\$325	<input type="checkbox"/> \$230	<input type="checkbox"/> \$355
<input type="checkbox"/> Installer 2 <input type="checkbox"/> INSTC <input type="checkbox"/> INSTF <input type="checkbox"/> TECH	\$130	\$140	<input type="checkbox"/> \$155	<input type="checkbox"/> \$165
<input type="checkbox"/> WD <input type="checkbox"/> ESS <input type="checkbox"/> RITP <input type="checkbox"/> NTS	\$50	\$120	<input type="checkbox"/> \$70	<input type="checkbox"/> \$120
<input type="checkbox"/> RCDD Retired	N/A	N/A	\$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

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

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

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

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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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