



RECERTIFICATION AUDIT POLICY

Version: 1.0

Effective 1, October 2019

AUDITING RECERTIFICATION POLICY

RECERTIFICATION

As a credentialing body, BICSI's Registration and Credential Supervision Committee (RCSC) requires certification maintenance to protect the quality and integrity of the certification programs. Knowledge and skills required for competent occupational and professional performance change over time. This maintenance process encourages credential holders to remain current in their field, it increases confidence among the public, employers, and other stakeholders.

BICSI's RCS Committee requires those holding a BICSI credential to participate in certification maintenance by adhering to the recertification requirements for the credential and to adhere to the [Continuing Education Credit \(CEC\) Program](#) in order to retain their certification.

As a BICSI credential holder, you have agreed to comply with the terms and conditions at the time of your exam application. By signing the BICSI Code of Ethics and Standard of Conduct, you have consented to the policies, processes and procedures of BICSI's credentialing program which includes the Continuing Education Credit Program and adherence to the terms of the audit process. This means that all CEC documentation has been reviewed by you and that you are acting in accordance to these policies and procedures.

RECERTIFICATION AUDIT

The recertification audit serves as a method to ensure that credential holders are meeting the minimum standards to maintain the knowledge and skills needed to remain current in the field of Information Communication Technology (ICT) in Cable Infrastructure and Design.

ALL CREDENTIAL HOLDERS ARE SUBJECT TO AN AUDIT.

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HOW IT WORKS

- It is the responsibility of the Credential Holder to ensure they have met ALL recertification requirements as they submit activities for continuing education credits.
- Audits will be performed by Credentialing Staff on behalf of the RCS Committee.
- Credential holders will be randomly selected within a 30-business day window at the time of submission of their recertification renewal.
- If you are selected for an audit, BICSI will notify you via the email address that is in your BICSI profile.
- If your audit is **successful**, you will be notified as such and no further action is required.
- If your audit is **incomplete or out of compliance**, you will be notified with instructions on how to proceed and what actions to take.
 - You will be asked to submit additional supporting documentation and material within 30- business days of notice to verify any CECs submitted that are in question. Therefore, it is important to keep documentation for ALL CECs reported for at least 6 months after the recertification cycle has ended.
 - Once you have submitted all the required credit hours of documentation, the Credentialing Staff will review the supporting documentation and remain in communication through the audit. Please allow up to 14-business days for a response on your status.
 - If the Credential Holder has not or cannot provide complete information within the 30-business days, the individual will be notified via email and the certification will be placed in suspended status. [See Suspended Policy for policy details.](#) Suspended status will allow the Credential holder an opportunity to make up any missing CECs to recertify successfully.
It is important to note that during a suspended status, a Credential Holder may not use or represent oneself as an active and current credential holder.
- If an individual is suspected of fraudulently filing misinformation, the case will be referred to the Ethics Committee for review and resolution. This review may include disciplinary action up to revocation of the certification.

UNDUE HARDSHIP

For circumstances that prohibit you from completing the certification renewal process, the credential holder will have to prove undue hardship preventing recertification during the standard renewal period and suspension period. Excessive work schedule and lack of employer support are not justifiable causes for appeal.

The RCSC may consider:

- 1) Extreme circumstances (major disasters, documented severe medical issues, acts of war, etc.),
- 2) Global members due to their remote/distant locations or lack of access to qualified training in their geographic area, or
- 3) Cancellation or rescheduling of a BICSI conference in the individual's global geographic location (does not include North America).

Appeals must be reviewed and approved by supermajority vote of the RCS Committee.

Please contact Credentialing@bicsi.org for appeal submission information.

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Q & A

1. Do I need to keep any of my materials after I submit them online?

Yes, those selected for an audit must be able to submit evidence of the continuing education hours in question.

2. What is considered supporting documentation?

A comprehensive course outline/syllabus/description (including session seat time), plus copies of program as required in part 2. BICSI will only evaluate sessions/courses based upon detailed descriptions and course materials. Evaluations made on preliminary agendas may be deemed final and may not be reevaluated. BICSI will not provide CECs without proof of attendance (e.g. a certificate or transcript). A receipt is not acceptable. Ensure that your submission is complete and that it provides enough description to enable reviewers to properly apply CECs.

3. Can I continue to submit my CECs as I complete them or wait to submit them all at once?

Yes, we encourage you to submit your completion certificates and supporting documentation as you complete the qualifying activities. You can do this by login into your BICSI profile and submit through the Credentialing Dashboard.

4. How do I submit my CECs?

CECs can be submitted online via your credentialing dashboard at <https://www.bicsi.org/Login>

5. I've met my recertification requirements; how do I complete my renewal?

The "Recertify Now" hyperlink found on your Credentialing Dashboard will be activated once all recertification requirements have been met. You will then be prompted to complete payment of your recertification fee. You may log in online via your Credentialing Dashboard at <https://www.bicsi.org/Login>

6. My credential expired; can I still recertify?

There are several options to regain certification if your credential has expired. These options vary depending when the expiration occurred. Please reach out to our credentialing staff to discuss your options.

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RECORD OF REVISIONS

VERSION	DATE	DESCRIPTION OF REVISION
V-1	19 August 2019	APPROVED BY REGISTRATION & CREDENTIALS SUPERVISION COMMITTEE - RVTHOMAS

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