

Review Criteria

In order to have an event recognized by BICSI CECs, individuals must complete and submit the “Application for BICSI Continuing Education Credits,” along with all required supporting documentation.

- Courses are reviewed and CECs granted, at the discretion of BICSI, on the following basis:
- One (1) CEC will be granted for each 60 “contact” minutes of instructional presentation.
- Participants must be in attendance for 60 minutes of each hour of programming in order to be eligible for the recognized CECs.
- Content determined as sales oriented (i.e., designed to “sell” services or products or “product-specific narrative”) shall be excluded in the determination of CEC contact minutes.
- CECs are offered in whole units only, rounded down (e.g., a 1.5 contact hour course would be eligible for one CEC)
- A Certificate of Completion/Attendance or transcript must be provided as proof of attendance for the required portion of the course.
- CECs are awarded based upon the printed agenda, not on actual course experience. (i.e., the individual session or module went longer or shorter than anticipated).
- ICT technical events at conferences may be awarded CECs, pending they meet the requirements outlined above. A maximum of 3 CECs per day and up to a maximum of 10 CECs per recertification cycle may be awarded.

Notification, Award and Shelf-life of BICSI CECs

Notification of CEC approval may take up to 30 days from the date of application. Therefore, applicants are encouraged to apply well in advance of their credential recertification dates. Applicants are encouraged to periodically review their CECs by logging into the BICSI website at www.bicsi.org.

Important Note: Recognition of BICSI CECs does not mean that BICSI endorses, accredits, approves or sanctions a course in anyway. CECs are assigned based upon represented content only and are not the result of an in-depth evaluation of instructional quality.

BICSI reserves the right to rescind all CECs, at its sole discretion, from any event determined to violate copyright or trademark laws, to conflict with current policies set by BICSI and/or to breach qualifications set with the procedures specified in this document.

Any individual has the right to appeal CEC assignment through the Program Coordination Committee or, in the event of cancellation of CECs, through the Program Coordination Committee.

For further clarification of any information presented in this document, please email credentialing@bicsi.org.