

# Application for BICSI® Recognition of Continuing Education Credits (CECs) for Individuals



Please read the information beginning on page 2, then complete each area of this Application and provide requested supporting documentation. Incomplete applications will not be processed. Note: It may take up to 30 business days from the date the Application is received for CECs to appear on your transcript. Please be aware that CECs may not be recognized by BICSI.

## PART 1: Individual Information

Full Name	Member ID
Telephone	Email

## PART 2: Course Specifications/Provider Information

Event Provider			
Address			
City	State/Province	Zip/Postal code	Country
Telephone			
Event Name			
Event date(s)		Event Location	
# of CECs Requested			

Note: BICSI only offers credit in full one-hour increments, rounding down, not up. A 75-minute seminar is thus eligible only for 1 CEC, not 1.25 CECs.

This course is (check one):

- Face-to-face. Enclose detailed outline/agenda/syllabus, including seat time of event.
- Online. Enclose detailed outline and information on how BICSI may access the course for review.
- Other. Please describe: \_\_\_\_\_

## PART 3: Course Syllabus/Outline/Description to Allow for Review

Attach 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.

## PART 4: Signature

I acknowledge that the information above is accurate and I attended the class described.

Name (please print)	Signature	Date
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## Submit entire application, including all supplemental event descriptions and/or materials to:

Mail: BICSI, Attention: Credentialing  
8610 Hidden River Parkway, Tampa, FL 33637-1000  
Fax: +1 813.769.1843 or Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)

## Questions:

Phone: 800.242.7405 or +1 813.979.1991; Email: [credentialing@bicsi.org](mailto:credentialing@bicsi.org)

### 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](http://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](mailto:credentialing@bicsi.org).