

Continuing Education Credit Provider Program Requirements and Policy

September 2025



*advancing the information and
communications technology profession*

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1. OVERVIEW

BICSI is a global professional association advancing the information and communications technology (ICT) profession. With more than 26,000 members and credential holders across nearly 100 countries, BICSI is recognized as the preeminent authority on ICT standards, education, and certification.

BICSI supports the professional growth of ICT installers, project managers, and designers through a suite of globally respected certifications. More than 15,000 professionals have earned one or more BICSI credentials, demonstrating their commitment to technical excellence, career advancement, and ethical practice. These credentials are administered by the BICSI [ICT Certification Institute](#) which currently oversees seven (7) industry-recognized certifications and one certificate program:

- [Registered Communications Distribution Designer](#)® (RCDD®)
- [Data Center Design Consultant](#)™ (DCDC®)
- [Registered Telecommunications Project Manager](#)® (RTPM®)
- [Outside Plant Designer](#)™ (OSP™)
- [BICSI Cabling Installation Installer 1](#)® (INST1®), [Installer 2, Copper](#)® (INSTC®), [Installer 2, Optical Fiber](#)® (INSTF®), BICSI [Technician](#)® (TECH)

To support ongoing professional development and the recertification of credential holders, BICSI established the Continuing Education Credit (CEC) Provider Program. This program recognizes corporate and industry organizations that offer ICT-related training aligned with BICSI's CEC Criteria. Each course or program is reviewed for technical relevance, instructional quality, and consistency with BICSI's standards.

Today, the CEC Provider Program includes more than 700 recognized courses delivered through a range of formats, including in-person, virtual instructor-led, blended learning, and self-paced online options. These offerings help ensure credential holders have access to high-quality, up-to-date educational opportunities that support their continued growth and recertification.

Important Note: This policy applies only to non-BICSI courses, training programs, or events not licensed by BICSI as BICSI Endorsed Events. Conferences and events that are formally licensed as BICSI Endorsed Events – regardless of the organizing entity – are governed by the CEC Program Guidelines for Event Planners.

2. DEFINITIONS

All key terms used in this policy are defined in Appendix A: Harmonized Definitions for CEC-Related Policies, which applies to all BICSI-recognized continuing education programs.

3. BENEFITS OF BECOMING A CEC PROVIDER

Organizations that provide high-quality technical education, whether for internal staff or the broader ICT community, can add value to their programs by becoming recognized BICSI CEC Providers. Recognized providers may deliver BICSI-recognized continuing education across a variety of formats, including webinars, seminars, satellite sessions, in-person training, and virtual or self-paced courses. These flexible formats allow providers to serve diverse learning needs while supporting the recertification of BICSI credential holders. Benefits of participation in the program include:

Recognition and Promotion

Courses or events recognized for BICSI CECs may be marketed as “BICSI CEC Recognized.” CEC Providers are also authorized to use the BICSI CEC Provider logo in course or event promotion, signaling alignment with industry standards and professional development goals.

Increased Visibility and Marketability

Recognition by BICSI can increase the appeal of an organization’s training programs to a broad audience of ICT professionals seeking CECs. This added visibility supports the professional development of BICSI credential holders while raising the profile of the training provider.

Expanded Access to Virtual and E-Learning Opportunities

CEC Providers may offer virtual instructor-led training, online self-paced modules, and blended learning options, reducing barriers to participation and allowing credential holders to earn CECs from any location.

Added Value to the ICT Workforce

Offering BICSI-recognized CECs contributes directly to the continued development of the global ICT workforce. It also positions the provider as a trusted source of relevant, standards-based training within the industry.

Support the ICT Community

By delivering Qualified Activity content that meets BICSI CEC Criteria, whether through seminars, webinars, satellite sessions, or in-person instruction, CEC Providers help professionals stay current, solve complex challenges, and maintain technical excellence in a rapidly evolving field.

4. CEC PROVIDER APPLICATION PROCESS AND STANDARDS

BICSI recognizes corporate and industry organizations that deliver high-quality, ICT-related educational programming aligned with BICSI's CEC Criteria. This section outlines the process and standards for becoming an recognized BICSI CEC Provider.

A. Application Process

Organizations that offer education or training activities—whether internally for employees or publicly available—may submit their course(s) or event(s) for BICSI Continuing Education Credit (CEC) consideration. Submitted activities must meet all CEC Criteria and qualify as a BICSI-recognized learning experience. Recognition allows BICSI credential holders who attend a recognized course or event to apply the associated CECs toward their recertification requirements. To apply, visit the [CEC Program page](#) and complete the Corporate and Industry CEC Application ([online](#) or fillable [PDF](#)). All applications must include required supporting documentation and are subject to BICSI evaluation and approval.

The following steps must then be followed:

1. Submit a **Corporate and Industry CEC Application Form** along with all required supporting documentation. Each course or event must be submitted as a separate application.
2. Required supporting documents for each course/event application include:
 - i. A comprehensive agenda or outline, including timing, modules, breaks, labs, assessments, and any other instructional activities.
 - ii. A sample Certificate of Completion.
 - iii. Final presentation files. All time-sensitive material (e.g., codes, standards) must be clearly dated and reflect the most current version.
3. Submission options: Application packages may be submitted via BICSI's online portal or by sending a completed fillable PDF form to:

CECProviderApp@bicsi.org. Incomplete applications will be returned without review.

4. Review process and timeline: Once a complete application is received and the associated application fee is paid, the materials are reviewed by a BICSI Subject Matter Expert (SME). Standard review time is up to 45 business days. Expedited review (for an additional fee) is available in up to 25 business days.
5. Fee schedule: Application and review fees are listed in the CEC Provider Fee Schedule. Contact CECProviderApp@bicsi.org for the most current version. Each application is evaluated independently. Approval outcomes and CEC assignments are based on current CEC Criteria and relevant industry practices at the time of review. Past evaluations are not binding for future submissions, even if content remains unchanged. Recognized CEC Providers and recognized courses may be listed on BICSI's website and referenced in communications to credential holders.

B. Course or Event Eligibility Criteria

To qualify for BICSI CECs, submitted activities must meet the following:

1. Be instructional in nature and meet BICSI's definition of a **Qualified Activity** under the CEC Criteria.
2. Be directly related to the ICT profession.
3. Support technical competencies aligned with one or more BICSI credentials.
4. Non-technical content (e.g., safety, project management, leadership) may be recognized only if clearly relevant to ICT roles and responsibilities.
5. Be non-commercial: Content must be generic and may not advertise, promote, or sell specific products or services. Mentions of manufacturers or products must be educational in nature, not sales focused.
6. Include interactive learning components that encourage active engagement and provide learner feedback. Activities must allow participants to interact with instructors or learning resources (e.g., live Q&A, knowledge checks, feedback loops). Passive formats (e.g., video-only without engagement) do not meet BICSI's Qualified Activity definition.

C. CEC Evaluation and Assignment

CEC values are assigned based on the following criteria:

1. One (1) BICSI CEC is awarded for every 60 minutes of instructional content

that meets the CEC Criteria. Breaks, quizzes, exams, social or networking events, and unstructured time do not count toward CEC value. Nano-learning segments may be recognized in 15-minute increments (0.25 CECs) if they meet the Qualified Activity standards.

2. CECs are calculated using the submitted agenda—not based on actual session timing. Rounding is always down to the nearest quarter credit.
3. Sales-oriented or promotional content is not eligible for CEC calculation and will be excluded from the recognized instructional time.
4. For programs over two (2) hours, scheduled breaks must be documented. If breaks are not shown, one (1) CEC will be deducted per eight (8) hours of instruction (or fraction thereof), per the following guidelines:

Instructional Time (Per Day)	Required Comfort Breaks
Less Than 2 Hours	None
2.01 to 3 Hours	15 minutes
3.01 to 4.99 Hours	30 minutes
5 to 7.99 Hours	45 minutes
8 hours or more	60 minutes

5. Once a course or event is recognized, no changes (to content, duration, modality, or certificate) may be made without resubmission and re-review by BICSI. Misrepresentation may result in revocation of CECs and referral to the BICSI Ethics Committee or General Counsel. CEC recognition is granted only to the course and provider as submitted. Recognition is not transferable to other entities or course versions
6. Special Provisions for Non-BICSI programs
 - a. Conferences: Non-BICSI industry conferences may qualify for up to nine (9) CECs total. Conference recognition is limited to a maximum of three (3) CECs per full day, for up to three (3) full days, not to exceed nine (9) CECs total, regardless of the total conference duration. To qualify:
 - i. The conference must be contiguous and a minimum of one (1) full day.
 - ii. At least ten (10) ICT-related exhibitors must be included.
 - iii. Non-BICSI industry conferences do not qualify for the Conference Credit required for RCDD credential renewal, regardless of the number of CECs awarded for general attendance. Additional CECs may still be earned for individual

Qualified Activities held in conjunction with the conference, if those sessions are submitted and recognized separately.

- b. Instructor-Led and Online Training: BICSI recognizes two categories of non-BICSI training providers:
 - i. Non-Manufacturer Providers: Organizations not directly involved in the sale or manufacturing of ICT-related products may submit training for evaluation. Qualified content is recognized in 15-minute (0.25 CEC) increments.
 - ii. Manufacturer Providers: Organizations directly involved in the ICT product supply chain may also apply. However, training deemed promotional or marketing-focused may result in denial or reduction of CECs.
- c. To be recognized, all training:
 - i. Must meet the instructional focus outlined in Section 3.B.
 - ii. Must exceed 15 minutes in length and include a Certificate of Completion.
 - iii. May be submitted either by the provider or individually by a credential holder using the Individual CEC Application route.

D. CEC Provider Responsibilities

Once recognized, CEC Providers must:

1. Issue a Certificate of Completion to all eligible attendees. The certificate must include:
 - a. The BICSI-recognized course title
 - b. Number of CECs awarded
 - c. BICSI Event ID
 - d. Participant's name (typed, not handwritten).
 - e. Date of course completion.
2. Accurately communicate BICSI CEC recognition. Providers must not suggest that BICSI endorses, accredits, or recognizes the course beyond its CEC designation.
3. Deny credit to participants who do not complete the required instructional time.
4. Track and ensure that no outdated or modified versions of recognized courses are delivered without re-review and approval by BICSI.
5. Remove all references to BICSI CECs from marketing and materials upon course expiration (typically after two years).
6. Respond to BICSI audit requests. BICSI reserves the right to audit (unannounced) any course or event for which it has recognized CECs. The

CEC Provider must provide complimentary access to the audited program. BICSI will bear the cost of its own travel and incidental expenses. Refusal to comply or failure to meet program requirements during an audit may result in revocation of CEC recognition or suspension of provider status.

7. Comply with all applicable intellectual property, copyright, and policy requirements. Violations may result in revocation of recognition.
8. Submit appeals. CEC Providers may appeal the denial, modification, or revocation of CEC recognition by submitting a written appeal to CECProviderApp@bicsi.org. Appeals must include supporting documentation and be submitted within 30 days of notification of the decision. All appeals are reviewed by BICSI staff or subject matter experts, and decisions will be provided in writing.
9. Maintain active provider status. While individual course recognition expires after two (2) years, CEC Provider status remains active only if the provider is in good standing, compliant with all BICSI policies, and continues to offer currently recognized courses. Inactive providers may be removed from BICSI's list of recognized CEC Providers.
10. Comply with all BICSI policies. Failure to comply with the requirements outlined in this policy may result in suspension or revocation of CEC Provider status, denial of course recognition, or other actions as deemed appropriate by BICSI. Providers may also be subject to review by the BICSI Ethics Committee if applicable.

APPENDIX A: HARMONIZED DEFINITIONS FOR CEC-RELATED POLICIES

This appendix provides standardized definitions used across all BICSI CEC-related policies, including the Credential Holder Recertification Policy, CEC Program Guidelines for Event Planners, and the CEC Provider Policy. All BICSI-recognized educational programs should reference these definitions to ensure consistency.

BICSI Endorsed Event – An event organized by a non-BICSI entity that has been formally licensed by BICSI to use the designation “BICSI Endorsed Event.” These events follow the CEC Program Guidelines for Event Planners.

CEC Criteria – The standards used by BICSI to evaluate the eligibility of a learning activity for CEC recognition. Criteria include:

- Alignment to the ICT field and BICSI credential domains (see Technical Content)
- Instructional content must be at least 15 minutes in duration unless it qualifies as Nano-Learning (see Nano-Learning), which may be eligible in 15-minute increments starting from a 3-minute minimum
- Non-commercial, neutral delivery (non-promotional)
- Interactive elements or structured learning engagement (see Interactive Learning)
- Proper documentation, including agendas and outcomes

CEC Provider – A corporate or industry entity that has been recognized by BICSI to deliver training programs or courses recognized for BICSI Continuing Education Credits (CECs). CEC Providers must maintain good standing, comply with all BICSI policies, and continue offering recognized courses to retain active provider status.

Continuing Education Credit (CEC) – A unit of measure for BICSI’s Continuing Education Program. One (1) CEC represents 60 minutes of recognized instructional content. These credits are used to demonstrate ongoing professional development necessary to maintain BICSI credentials.

Course Recognition – The formal outcome of a BICSI review process, in which a specific course or event is recognized for CECs and assigned a BICSI Event ID.

Full Day – A qualified activity or event with a minimum duration of eight (8) contiguous clock hours, including scheduled comfort and lunch breaks. Time allocated to quizzes and/or examinations may be included toward the total instructional duration. The Full

Day definition serves as a benchmark for conference credit eligibility and other BICSI-recognized event thresholds.

Information and Communications Technology (ICT) – ICT includes the pathways, spaces, and infrastructure—consisting of cabling and/or wireless systems—that support data transfer and signaling between, and the interconnection of, communication, data processing, data display, and information-gathering devices. These systems may include audiovisual, telecommunications, safety and security, computer networking, and building automation. ICT systems often operate simultaneously via a single, common network.

Instructor-Led Training (ILT) – Real-time instruction delivered by a live instructor or facilitator, either in person or through a virtual platform. ILT promotes interactive engagement between the instructor and learners through discussion, questions and answers, and real-time feedback. It allows the instructor to adapt delivery based on learner needs in a dynamic, real-time environment.

Interactive Learning – Instruction that promotes learner participation through live Q&A, discussion, feedback mechanisms, or active involvement with digital resources. Examples include Instructor-Led Training (ILT), distance education, virtual classrooms, online courses with knowledge checks, and recorded webinars with embedded assessments. Learning activities that do not allow for interaction—such as quizzes, examinations, passive videos, books, CD/DVD content, or recorded webinars without knowledge checks—are not considered interactive. Breaks, unstructured time, and unsupervised self-study also do not qualify.

Nano-Learning (or Micro-Learning) – Short-form, bite-sized instruction lasting between 3 and 15 minutes. To qualify for CECs, Nano-Learning must meet all the criteria of a Qualified Activity and is awarded in 15-minute increments (0.25 CECs).

Qualified Activity – A learning activity submitted to and evaluated by BICSI and deemed to meet all CEC Criteria. Qualified Activities promote the acquisition of ICT-related skills or knowledge and may be individual or part of a larger program. Examples include instructor-led training, webinars with assessments, virtual learning, Nano-Learning, and workshops. Activities must include components of Interactive Learning to ensure engagement and structured participation and must include subject matter that meets the standards of Technical Content. Passive activities without feedback or learner interaction are not considered Qualified.

RCDD Conference Credit – A distinct requirement for Registered Communications Distribution Designer (RCDD) credential renewal. Only attendance at BICSI-hosted, Affiliate, or BICSI Endorsed Events—each lasting a minimum of one (1) full day—can qualify for conference credit. Two full days earns one (1) conference credit; one full day earns 0.5 credit.

Technical Content – Instructional material that relates directly to the design, implementation, or management of ICT systems. Technical content is the primary focus of BICSI’s CEC program. However, certain non-technical topics (e.g., safety, project management, business operations, or leadership) may also qualify when the content is clearly applicable to ICT professionals and aligns with credential maintenance goals. All content must be vendor-neutral and non-promotional. Product mentions are permissible only when contextually appropriate and non-commercial.

Unqualified Activity – Any activity that fails to meet BICSI’s CEC Criteria, such as promotional sessions, sales demos, or learning without structured outcomes or engagement. An Unqualified Activity may be a standalone session or part of a larger event.

Virtual Instructor-Led Training (vILT) – Instruction delivered in a virtual or simulated environment where the instructor and learners are in separate locations. vILT is designed to replicate the interactivity and structure of a traditional classroom. It may be delivered synchronously (live) or asynchronously. This format is also referred to as Virtual Classroom Training (VCT).

Web-Based Training (WBT) – Self-paced learning offered through a digital platform or network-based environment. WBT must include structured content, defined learning objectives, and interactive elements or knowledge checks to be considered a Qualified Activity. These platforms rely on computer and communications systems to deliver instruction in an accessible, asynchronous format.

APPENDIX B: ADDITIONAL RESOURCES

- Sample Time Oriented Agenda
- Sample Certificate of Attendance

Title: Harsh Environment Design Solutions

Date: Wednesday, March 16, 2016

Duration: 1 hour

Summary:

From shocks and vibrations to the most extreme range in temperatures, fiber-optic cabling in harsh environments can be a challenge. ABC Company understands these types of projects involve the harshest environments, posing unique challenges and requirements, and that's why we're bringing you practical applications and scenarios that will be helpful as you work in harsh environments.

During this one-hour session, ABC Company's John Doe, Harsh Environments Account Manager, will explore two case studies depicting the design demands and their solutions when leading projects in rugged and unpredictable environments.

Agenda:

- 0:00 Welcome
- 0:01 Introductions and agenda review
- 0:03 Topic Overview
 - Sub-Topic
 - Sub-Topic
- 0:10 Topic Overview
 - Sub-Topic
 - Sub-Topic
- 0:20 Topic Overview
- 0:40 Topic Overview
- 1:00 Q&A Time/Conclusion

CERTIFICATE OF COMPLETION

ABC Technology Corp. recognizes

Participant's name may not be handwritten

Student Name

PLEASE NOTE: Course name should read EXACTLY the same on this certificate as it does on your application.

For completing the

XYZ Fiber Optic Basics Course

Date, Year

BICSI CEC Provider Logo will be provided. Please include this logo on your certificate.



Event ID and BICSI CECs MUST appear on certificate.

Approved by: _____
John Q. Fiber, Training Manager

Event ID: _____
BICSI CECs Awarded: _____

Policy Revisions

Revision Date	Revision No.	Purpose	CEO Approval Date
2025	001	Continuing Education Credit Provider Guide removed from superseded Credential Holders Policy and used to create this new policy.	