

Legacy Certification Recertification Policy Version 1.0 Date: 2025



Contents

1. Value of Recertification	3
2. Certification Status Definitions.....	3
3. Recertification Requirements.....	4
4. General Policy Parameters	4
5. Qualifying Recertification Activities	5
6. Recertification Process.....	7
7. Recertification Audit	8
8. Credential Suspension	8
9. Appeal Process	10
Appendix A: Harmonized Definitions for CEC-Related Policies.....	10
Policy Revisions	13

1. VALUE OF RECERTIFICATION

BICSI's ICT Certification Institute is the premier certification organization for the Information & Communications Technology (ICT) industry, setting the standard for excellence and expertise for today and tomorrow.

More than just passing an exam, a certification from BICSI's ICT Certification Institute is a key milestone for ICT professionals. BICSI's ICT Certification Institute serves our connected world by developing and delivering the highest-quality certification programs that demonstrate mastery in ICT and contribute to the continued improvement of individual and organizational performance. Certifications underscore the standards of competency and ethics for ICT professionals.

Recertification is a crucial element in the BICSI Certification Programs. Recertification conveys that the credential holder remains wholly committed to their career development as well as the advancement of the ICT profession. It also serves as a positive indicator of continued qualifications and a current and relevant knowledge base to peers, clients, and employers.

Continuing education is vital to advancing and improving the competence of professionals in the ICT community. For this reason, BICSI credential holders are required to complete a minimum number of continuing education credits (CECs) during their recertification cycle.

BICSI's Legacy Certifications Recertification Policy provides a framework for the continued renewal of legacy BICSI certifications. Professionals who have earned these credentials have spent significant portions of their careers achieving and maintaining them. Therefore, BICSI continues to respect and honor their professional legacy and ongoing contributions to the field by allowing ongoing renewal when the credential holder satisfies the CEC requirements outlined in this Policy.

2. CERTIFICATION STATUS DEFINITIONS

For standardized terms related to CECs, course evaluation, and event requirements, refer to **Appendix A: Harmonized Definitions for CEC-Related Policies**. The following definitions apply specifically to the status of BICSI certifications and credential holders:

Active – A current certification in good standing and valid.

Expired – A certification that has lapsed beyond one year. Use of the certification is prohibited in this status

Grace Period – The 90-day window following a certification’s expiration, during which the credential holder may still recertify without penalty.

Inactive Suspended – The period from 91 days to one year after a certification expires. The credential is not valid during this time.

Recertification – The act of renewing a certification by fulfilling BICSI’s recertification requirements, which demonstrate continued professional development.

Registration Period – The 36-month (three-year) cycle during which a certification remains active. The first registration period may be slightly longer depending on activation date. Example: If certification is earned on 20 September 2023, it expires 31 December 2026.

3. RECERTIFICATION REQUIREMENTS

BICSI credential holders must obtain the required number of CECs during each 36-month or three-year recertification cycle to recertify. The BICSI CEC recertification requirements for each certification are:

Table 2.1 – Recertification Requirements by Certification

Renewable Legacy Certification	CEC Requirement
Registered Information Technology Professional (RITP)	22
Electronic Safety and Security (ESS)	18
Network Technology System (NTS)	18
Wireless Design (WD)	18
Installer 2	15

4. GENERAL POLICY PARAMETERS

- A. BICSI CECs may be awarded in partial or whole value. The BICSI CEC value of a qualifying learning activity will always be rounded down to the nearest value (e.g., 1.5 contact hours = one and a half (1.5) BICSI CECs; 40 contact minutes = half (.5) BICSI CECs; 1 hour 50 minutes = 1.75 BICSI CECs).
- B. The content of a qualified activity must meet the “**Continuing Education Credit (CEC) Criteria**” definition (see Appendix A, “**Harmonized Definitions for CEC-Related Policies**”). Exceptions are limited to safety, project management and related activities (e.g., business operations, leadership) in

which content is deemed necessary and beneficial to professionals engaged in ICT and then only to the extent to which the content applies directly to the ICT industry.

- C. CECs will not be awarded for repeating the same learning activity (e.g., attending the same course/seminar more than once) within one certification cycle. If the same learning activity is attended on multiple occasions within the same recertification cycle, only one occasion will qualify.
- D. Documentation will be required when claiming CECs. Examples of documentation may include detailed descriptions of the activity, course materials, course outline, agendas, presentations, a syllabus, session seat time, activity provider, activity name, location/dates, a copy of the presentation, and proof of attendance such as a certificate of completion/attendance.
- E. Requests for CECs based on attendance of a non-BICSI approved activity must be submitted through the credential dashboard by the credential holder and reviewed by BICSI to determine if the activity qualifies for BICSI CEC award.
- F. BICSI CECs apply equally to all BICSI certifications held by an individual if the learning activity was completed within the credential's recertification cycle. (e.g., an individual holding both an RCDD and RTPM certification, completing a qualified learning activity will be awarded CECs for each credential).
- G. BICSI CECs earned from a qualified activity that begins in one recertification cycle and is completed in a subsequent recertification cycle can only be applied to the recertification cycle within which the activity is successfully completed.

5. QUALIFYING RECERTIFICATION ACTIVITIES

BICSI credential holders can earn the required number of CECs through a variety of qualifying activities from Continuing Education. The table below outlines the total number of CECs required to recertify and a minimum and maximum for each qualifying category activities per 36-month or three-year certification cycle.

Table 4.1 – CECs Required by Qualifying Category

Category	RITP	ESS NTS WD	INST2
Required to Recertify	22 CECs	18 CECs	15 CECs
Continuing Education	Minimum req. = 22	Minimum req. = 18	Minimum req. = 15
	Refer to Table 4.2 – Continuing Education	Refer to Table 4.2 – Continuing Education	Refer to Table 4.2 – Continuing Education

Table 4.2 – Continuing Education

Activity	CECs Available	Max. CECs Allowed
BICSI courses (e.g., virtual and in-person instructor-led, virtual classroom training, webinars, online self-paced)	15-min contact period = .25 BICSI CEC One (1) BICSI CEC per contact hour	No maximum
BICSI Conference & Exhibitions	Up to fifteen (15) BICSI CECs per attendance	No maximum
BICSI Virtual and in-person ICT Forums or Summits	One (1) BICSI CEC per contact hour	No maximum
BICSI Affiliate Conference & Exhibition	Up to fifteen (15) BICSI CECs per attendance	No maximum
BICSI Endorsed Events	One (1) BICSI CEC per contact hour	No maximum
BICSI approved manufacturer and non-manufacturer courses	One (1) BICSI CEC per contact hour	No maximum
Professional ethical practice courses	One (1) contact hour = 1 BICSI CEC	Maximum 3 CECs per recertification cycle. Minimum of one (1) CEC must be from a BICSI Ethics Course(s).
Approved ICT industry related College/University course.	3 semester hours = 1 CEC 4.5 or more quarter hours = 1 CEC	No maximum
Approved ICT industry related non-BICSI conferences	Three (3) BICSI CECs per 8 hours of content	Maximum of up to 1/3 of the required CECs per certification

6. RECERTIFICATION PROCESS

As a certification body, BICSI's ICT Certification Institute 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 ICT Certification Institute requires those holding a BICSI certification to participate in certification maintenance by adhering to the recertification requirements for the certification and to adhere to this Credential Holder Recertification Policy in order to retain their certification.

It is the credential holder's professional responsibility to ensure that all requirements and conditions for recertification are satisfied and submitted to BICSI prior to the credential period ending. BICSI issues recertification reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track and documenting continuing education credits (CECs) and any other requirements of the recertification process.

As a BICSI credential holder, you have agreed to comply with the terms and conditions of the BICSI [Code of Ethics and Professional Obligations](#), you have consented to the policies, processes, and procedures of BICSI ICT Certification Institute's certification program which includes this Credential Holder Recertification Policy and adherence to the terms of the recertification audit process. This means that all CEC documentation has been reviewed by you and that you are acting in accordance with these policies and procedures.

If you do not recertify by your designation period end date, you may no longer use your certification or represent yourself as certified.

The process to recertify is simple. Go to bicsi.org/recertification to find valuable information and resources to assist you with the process including:

- Summary of CEC requirements and recertification fees by credential.
- Access to [Free and Low-cost Recertification Activities](#) including webinars, ICT Forums, and BICSI CONNECT online, self-paced courses.
- Access to a list of [over 700 Corporate/Industry courses pre-approved for BICSI CECs](#).

- Still have more questions? Contact us at:
 - Email: credentialing@bicsi.org
 - Phone: +1 813.979.1991 or 800.242.7405 (USA & Canada toll-free)

Certification	Recertification Fee
ESS	BICSI Member \$75
NTS	Non-Member \$100
WD	
RITP	

*Pricing is listed in U.S. dollars and subject to change without notice.

7. RECERTIFICATION AUDIT

The recertification audit serves as a method to ensure that credential holders are meeting the minimum standards to maintain and remain current in the ICT profession.

- It is the responsibility of the Credential Holder to ensure they have met ALL recertification requirements as they submit activities.
- Credential holders are randomly selected within a 30-business day window at the time of completing their recertification.
- If you are selected for an audit, all relevant continuing education credits that were submitted within the certification cycle are reviewed.
- 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.

8. CREDENTIAL SUSPENSION

A credential suspension period is intended to allow a credential holder the opportunity to complete renewal requirements for their expired credential without the loss of the credential. The expired credential will be suspended (**invalid**) until all the renewal requirements are satisfied as defined below.

- The suspension shall automatically activate 90 days after the expiration date.
- The credential holder will receive a written notice of placement into the suspension status sent to the primary email address on file.
- The suspension shall expire one year from the credential's original expiration date.

- The suspension period **will not** alter the renewal period dates or change the credential's original expiration date.
- BICSI's directory on the website and your individual profile will indicate the credential holder's suspended status.

Conditions of Suspension:

- a) The credential holder shall adhere to the BICSI Code of Ethics and Professional Obligations and **shall not represent themselves as holding the credential designation or otherwise use the credential designation during the suspension period.** This includes but is not limited to marketing materials, letterheads, business cards, email signatories, company website, and the like.

Misrepresenting a suspended credential is considered an ethics violation and can subject you to revocation of your credential.

- b) CEC's obtained during the suspension period, in support of the expired credential, shall **not** count towards any subsequent credential renewal period. Any credits earned beyond the requirement for the prior period may be applied to the current renewal period.
- c) The credential holder shall pay all unpaid renewal fees, and late fees, and agree to the Code of Ethics and Professional Obligations to move into the current renewal period.

Termination of Suspension:

- a) The suspension period will cease no later than 1 year after the credential expiration provided **all requirements for the prior credential renewal period have been met before expiration of the suspension period.** Confirmation of the successful return to active status will return all privileges and responsibilities of the credential and the current recertification requirements.
- b) If the requirements of the suspension are not met in their entirety, BICSI will consider the credential to be forfeited by the credential holder. The credential and all its privileges will be revoked.
- c) The credential holder has the right to appeal a revoked credential.

9. APPEAL PROCESS

An appeal should be sent to BICSI at credentialing@bicsi.org with attention to BICSI ICT Certification Institute Staff within 14 calendar days from the date of the denial notification. When a notification of intent to appeal is received, the certifications staff will notify the Appeals Panel of the intent to appeal. The Staff will prepare a package of the related data and supporting documents and provide to the Appeals Panel within seven calendar days. The Appeals Panel intends to reach a decision within 30 calendar days from the original receipt of the appeal. However, some appeals may take longer depending on the circumstance of the appeal.

The Appeals Panel is comprised of the RCSC Chair, Vice-Chair, Secretary, and Staff Liaison (non-voting). The panel is the primary body established to review appeals and may request additional information before making a determination. Appeals reviewed by the panel include a denied reinstatement of credential(s), denial of certification exam application, or exam challenge. The Appeals Panel may uphold the original decision, amend the original decision backed by further review, or deny the appeal. All Appeals Panel decisions are considered one-time exceptions and DO NOT represent a permanent policy change.

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 approved 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 approved 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 approved 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 approved 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 or information gathering devices. These systems can 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.

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.

Policy Revisions

Revision Date	Revision No.	Purpose	Approval Date
2025	001	Initial legacy BICSI credential recertification handbook	
27 Feb 2025	001.1	Added Audit, Suspension and Appeals processes	Staff - 27 Feb 2025