



CEP CERTIFICATION LLC

RECERTIFICATION POLICY

A. Introduction.

CEP Certification LLC (CEP) sponsors and administers the CEP Certification Program, a rigorous, examination-based, professional certification program. Those individuals who have been granted the Certified Electrical Professional Inside Sales (CEP-IS™) and the Certified Electrical Professional Outside Sales (CEP-OS™) credentials must demonstrate an ongoing professional commitment to the field of electrical distribution by satisfying the requirements of this Program.

Effective as of March 1, 2010, this Policy establishes the requirements which a certificant must satisfy in order to maintain certification, and explains related information, including the standards, guidelines, and procedures of the CEP Certification Program. Inquiries or questions concerning this Policy or the recertification process should be directed to the CEP Executive Director.

B. Statement of Purposes.

The CEP Certification Program supports the ongoing professional development of CEP certificants and maintains the integrity of the CEP-IS™ and CEP-OS™ certifications. Among other purposes, the Certification Program is intended to: require reasonable and appropriate continuing educational and professional activities; enhance the ongoing professional development of certificants; encourage and recognize individualized learning opportunities; and, provide a standardized, objective, and straightforward process for attaining and recording professional development activities.

C. Recertification Requirements.

Consistent with the terms of this Policy, certificants must satisfy the following requirements in order to maintain certification.

1. Credit Requirements. Certificants must accrue a minimum of thirty (30) credits during each three (3) year recertification cycle or period. Unless otherwise permitted by this Policy, credits will be granted only for participation in activities during the current recertification cycle.

- a. General Credit Conversion Table. One (1) continuing education credit is earned for each contact hour spent in a structured learning or other appropriate educational/training activity relevant to the electrical distribution industry, as defined by this Policy, except with respect to university/college courses. Qualified learning activities will be credited as follows:
 - One (1) continuing education or contact hour credit = 1 CEP CEU credit
 - One (1) university/college semester credit = 15 CEP CEU credits
 - One (1) university/college quarter term credit = 10 CEP CEU credits
 - b. Recertification Cycle. Each recertification cycle will be a three (3) year period, beginning on the date of the initial certification. Each certification cycle will expire three (3) years after the initial date of certification or recertification.
2. Code of Ethics Compliance. Certificants must comply with the CEP Code of Ethics and related CEP policies, in order to maintain active certification status in good standing.
 3. Recertification Processing Fee. Certificants must pay all fees related to the Certification Program for each recertification cycle by the due date, in order to maintain certification and to remain in good standing.

D. Qualifying Activities/Approved Methods for Earning Credits.

Unless otherwise permitted by this Policy, in order to be accepted and approved by the CEP Certification Program, all recertification activities must be relevant to electrical distribution topics.

1. Employer/Company Training Activities. No credit limit. Credit may be earned for attending Employer or Company training programs related directly to electrical distribution industry topics.
 - Documentation Required: Certificants must maintain: a certificate or letter verifying attendance; and, training activity materials identifying the subject matter of the training.
2. Educational Seminars, Workshops, or Conferences. No credit limit. Credit may be earned for attending seminars, workshops, conferences, or other educational programs offered by organizations registered with CEP, and other educational program providers, consistent with the terms of this Policy. When only a portion of a program relates to electrical distribution topics, credits are calculated based on the percentage of the program content directly related to electrical distribution, as determined by the CEP Certification Program.
 - Documentation Required: Certificants must maintain: a certificate or letter verifying attendance; and, course materials explaining the subject matter covered and the qualifications of the instructor or content expert.

3. College or University Courses. No credit limit. Credit may be earned for the successful completion of academic coursework at an accredited university or college during the current recertification cycle. When only a portion of a course relates to electrical distribution topics, credits are calculated based on the percentage of the course curriculum directly related to electrical distribution, as determined by the CEP Certification Program. Courses may be audited for credit if completed and a passing grade is received.
 - Documentation Required: Certificants must maintain: a course transcript, grade report, or verification form issued by the educational institution, which indicates a passing grade in the course; and, a course description.
4. Presentations and New Program Development Activities. Limit of five (5) credits (maximum) per recertification cycle.
 - a. Presentations. Credit may be earned for acting as a speaker or presenter during professional educational activities directly related to electrical distribution, including seminars, courses, and programs. Credit may be granted for actual presentation and preparation time only.
 - Documentation Required: Certificants must maintain: a written copy of the presentation; a document from the organizational sponsor verifying the presentation activity, and explaining the time and content of the presentation; if available, a summary of the evaluations from the event; and, a personal record of actual presentation preparation time.
 - b. New Learning Program Development. Credit may be earned for developing new and original learning programs or other educational activities related to electrical distribution. Program development activities are limited to the development or preparation of the content for a course, seminar, workshop, or other formal, structured learning program. Credit may be granted for actual development and preparation time only.
 - Documentation Required: Certificants must maintain: an original program or activity proposal; syllabus or program agenda; reference list indicating electrical distribution source materials used to develop the program; sample educational materials produced for the program; if applicable, a document from the organizational sponsor indicating acceptance or approval of the program; a personal record of actual preparation time; and, other supporting documents.
5. Leadership Activities. Limit of five (5) credits (maximum) per recertification cycle for this category of specified professional activities. Credit may be earned for service in certain organizational leadership positions, or for engaging in certain organizational service activities, directly related to electrical distribution activities. Qualifying activities

are limited to active service to professional electrical distribution organizations, associations, or committees. Credit may be granted for actual service or participation time only.

- Documentation Required: Certificants must maintain: records indicating the name and location of the professional organization; the leadership position held; the manner in which the service was related to electrical distribution; the start and end dates of the period in which the service occurred; a personal or other record of actual service or participation time; and, a document from the organization acknowledging services provided, including the dates and type of service.

E. General Recertification Guidelines.

1. Continuing Education Activity Reporting Forms. Certificants are responsible for reporting recertification activities to the CEP Certification Program as required. Using the CEP Continuing Education Reporting Forms, certificants must complete the required information concerning each recertification activity, and submit each completed form on or before the required deadline via fax or mail to the CEP Certification Program, or online at www.naed-cep.org.
2. Certification Continuing Education Reporting Form. All completed Continuing Education Reporting Forms documenting recertification activities, including any required supporting documentation, must be submitted at least thirty (30) days before the end of the three (3) year recertification cycle.
3. Credit Records. The CEP Certification Program will maintain a record of all approved qualifying activities reported during the current recertification cycle for each certificant.
4. Granting Credit. All recertification activities submitted for credit are subject to review and approval by the CEP Certification Program. Certificants are strongly encouraged to contact the CEP Certification Program prior to participating in an activity, in order to determine whether credit may be granted for completion of such activity. Credit for each qualifying activity will be granted on a one-time only basis. In all cases, credit is granted only after the educational or professional activity has been completed and documented. Unless otherwise prohibited by this Policy, fractions of credits may be reported in one-quarter (0.25) increments. Credit is not granted for time spent at social functions or for breaks.
5. Credit Denial. The CEP Certification Program reserves the sole and exclusive right to evaluate all recertification activities and programs on an individual basis, and to deny credits for those activities that fail to meet the terms of this Policy, and other CEP requirements. In its evaluation, the CEP Certification Program will consider the number of credits indicated for an activity or program by the provider. However, the CEP Certification Program reserves the exclusive right to make all final determinations concerning the number of credits granted for each activity. The certificant will be

notified by CEP when credits are reduced or denied, including a statement indicating the basis for such action.

6. Maintenance of Personal Recertification Records. As explained in this Policy, each category of qualifying recertification activities requires that certain information and materials be collected and maintained, and in some cases presented to CEP, in order to receive credit. Certificants must maintain the applicable records and documentation related to each reported recertification activity for at least twelve (12) months after the current recertification cycle has ended. Such records should be stored in a safe and secure manner. The CEP Certification Program reserves the right to request additional information or clarification concerning a specific activity or program prior to final acceptance and granting of credit, or at a future time.
7. Application for Certification Renewal. An Application for Certification Renewal will be mailed to each certificant during the final six (6) months of the current recertification cycle period. Once CEP receives from the certificant a completed Application for Certification Renewal, indicating satisfactory completion of the thirty (30) credit requirement for the current recertification cycle and the required fees, an updated certificate package will be sent to the certificant.
8. Processing Fee. During each recertification cycle, certificants will be assessed a processing fee for recording, reviewing, tracking, maintaining, and reporting credits. An invoice will be sent to each certificant with the Application for Certification Renewal. The processing fee must be paid in order to maintain active certification status. Such fees will be determined by the CEP Governing Council and Certification Program, and are subject to change.
9. Transfer of Excess Credits. Up to five (5) excess credits earned during the final year of the current recertification cycle may be applied to the next recertification cycle. If excess credits are transferred to the next recertification cycle, the certificant must maintain all applicable documentation related to such activities, consistent with the terms of this Policy.

F. Mandatory Recertification Audits.

Each year, the CEP Certification Program will randomly select a percentage of certificants for a recertification audit, in order to verify compliance with this Policy. Notification of selection for mandatory audit will be included with the Application for Certification Renewal. Certificants selected for audit must comply with all audit instructions and requirements, and must submit copies of the applicable documentation supporting all reported recertification activities for the current or most recent recertification cycle. Such documentation must be submitted to the CEP Certification Program with the Application for Certification Renewal, or as otherwise instructed. Failure to satisfy or comply with audit requirements will result in suspension or revocation of certification, consistent with the terms of this Policy.

G. Failure to Satisfy Recertification Requirements.

Certificants who fail to satisfy the recertification requirements prior to the conclusion of the current recertification cycle will become inactive and placed on a list of inactive certificants. Inactive certificants are subject to the following terms and requirements, unless otherwise provided by this Policy or instructed by CEP.

1. Extension. In a case of extreme hardship, as determined by CEP, a certificant may request a period of extension in which to complete his/her recertification requirements. This period of extension may not be for more than six (6) months after the conclusion of the three (3) year recertification cycle. Any request for an extension must be submitted by the certificant to CEP in writing, and must clearly identify the hardship, detail the progress to date toward recertification, and propose a sufficient plan for meeting the recertification requirements in the requested extension period.
2. Suspension. Following the issuance of a suspension notice, the certificant will be placed on immediate suspension status for up to one (1) year, or until such time as the certificant fulfills the relevant recertification requirements. In the event of certification suspension, the applicable dates for the following recertification cycle remain effective and are not altered, i.e., the suspension period will be concurrent with the first year in current recertification cycle. Upon satisfactory completion of all relevant recertification requirements, the certificant will be returned to active certification status.
3. Revocation. Failure to satisfy the relevant requirements during the suspension period, and within one (1) year after the conclusion of a recertification cycle, will result in revocation and termination of certification. Unless otherwise directed by the CEP Governing Council or other authorized CEP Certification Program representative, a revoked or terminated certification may not be reinstated. In order to receive certified status, a former certificant must reapply for certification and satisfy all requirements of the initial certification process.
4. Prohibited Use of Credential. A certificant whose certification has been suspended or revoked may not represent himself or herself as an active certificant or as certified by CEP, and may not use the CEP-IS™ or CEP-OS™ credentials or certification marks until such time as he or she receives notice from CEP that: the relevant recertification requirements have been satisfied; and, his or her active certification status has been reinstated, consistent with the terms of this Policy.

H. Voluntary, Optional Changes in Certification Status.

1. Retired Certification Status. Retired CEP status allows certificants, who are not actively in the electrical sales profession and are retired, to remain within, and participate in, the CEP Certification Program. The Retired CEP designations represent that the certificant is not engaged in professional practice. This designation is not a credential for practice.
 - a. Retired Status Eligibility. A certificant in good standing, who wishes to voluntarily relinquish his/her certification due to retirement or inactivity, and who has abided by the Code of Ethics, is eligible for Retired Status. Retired CEP Status is limited to qualified certificants who no longer receive primary remuneration from practicing in the electrical distribution field and have been certificants in good standing for the last two (2) consecutive years. Upon approval of the necessary Application, a Retired Status Certificate is issued by the CEP Certification Program.
 - b. Related Fees. A Retired Status certificant is not required to meet CEP recertification requirements, or to pay certification renewal fees. There is a one-time fee for Retired Status, as established by the CEP each year.
 - c. Recognition and Participation. A Retired Status certificant is entitled to receive recognition in the registry of certificants, and is eligible to participate in CEP Certification Program activities.
 - d. Use of Retired Status Credential and Mark. A Retired Status certificant is granted permission to use the Retired Status designation and mark, as directed by CEP and consistent with this Policy and the CEP Trademark Use Policy. Specifically, the CEP-IS (Ret)[™] and CEP-OS (Ret)[™] status designations may be displayed on a resume or curriculum vitae, so long as the years of active certification are referenced. Retired certificants are not permitted to use the CEP-IS or CEP-OS credentials or related marks, or the CEP embossing seal or stamp, unless they have returned to active certification status, consistent with the terms of this Policy. Failure to comply with these mark use requirements may result in sanctions and corrective actions authorized by CEP policies and rules.
 - e. Reinstatement to Active Certification Status. A Retired Status certificant who returns to active professional practice, and wishes to use the CEP-IS[™] or CEP-OS[™] credentials in conjunction with professional practice, must be reinstated to active certification status. If such reinstatement to active status is requested prior to the time when the Retired certificant's active certification would have expired, i.e., within the certification expiration date that was in effect at the time of the status change to Retired Status, the certificant may request that active status be reinstated by paying all applicable fees at the time of reinstatement. A Retired certificant who wishes to reactivate certification status within one (1) year beyond the expiration date of active certification must satisfy the applicable recertification requirements, and provide all applicable documentation. A Retired certificant who has remained in Retired Status for more than one (1) year beyond the expiration date of active

certification must reapply for certification, and satisfy all requirements of the initial certification process.

2. Relinquishment of the Credential. A certificant in good standing may voluntarily relinquish his or her certification by submitting a written request to the CEP Certification Program, indicating acceptance of, and agreement to, the following terms. Such certificants will be removed from active certificant records.
 - a. Prohibited Use of the Credential. A certificant who voluntarily relinquishes his or her certification may not represent himself/herself as an active certificant or as certified by CEP, and may not use the CEP-IS™ or CEP-OS™ credentials or certification marks until such time as he/she has satisfied the relevant certification requirements, and has been reinstated to active certification.
 - b. Reinstatement to Active Certification Status. If reinstatement to active certification status is requested prior to the time the active certification would have expired, i.e., before the certification expiration date that was in effect at the time the certification was relinquished, the former certificant may request that active certification status be reinstated by paying all applicable fees at the time of reinstatement. A former certificant who wishes to reactivate certification status within one (1) year beyond the expiration date of certification must satisfy the applicable recertification requirements, and provide all applicable documentation. A certificant, who has relinquished his or her certification for more than one (1) year beyond the expiration date of active certification, must reapply for certification and satisfy all requirements of the initial certification process.