

CERTIFIED ELECTRICAL PROFESSIONAL™ (CEP™) PROGRAMS



RECERTIFICATION POLICY

A. Introduction.

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

This Policy establishes and explains the requirements which must be satisfied in order to maintain certification and 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 Certification Executive Director.

B. Statement of Purposes.

The CEP Certification Program supports the ongoing professional development of CEP Certification certificants and the maintenance 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 30 credits during each recertification cycle, which is a three (3) year period. Unless otherwise permitted by this Policy, credits will be credited only for participation in activities during the current recertification cycle.

- a. General Credit Conversion Table. One (1) credit is earned for each contact hour spent in a structured learning or other appropriate professional activity relevant to the medical publication profession, as defined by this Policy. The following table explains the conversion method for quantifying educational and professional activity credits as credits.
 - One (1) Continuing Education Unit (CEU) = 10 credits
 - One (1) university/college semester credit = 15 credits
 - One (1) university/college quarter semester credit = 10 credits
 - One (1) continuing education or contact hour credit = 1 credit
 - b. Recertification Cycle. Each recertification cycle will be a three (3) year period. The first recertification cycle begins on the date of initial certification, and expires on December 31st after the third year of certification. Thereafter, each recertification cycle will be a three (3) year period, starting 1 January of the following year and finishing on 31 December of the third year.
2. Code of Ethics Compliance. Certificants must comply with the Code of Ethics, and related CEP Certification 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. 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, 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 transcript, grade report, or verification form issued by the educational institution, which indicates a passing grade in the course; and, a course description.
2. 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 Certification, and other educational program

providers, consistent with the terms of this Policy. When only a portion of a program relates to electrical distribution, credits are calculated based on the percentage of the program content directly related to electrical distribution as determined by the CEP Certification Program.

- a. CEP Certification Approved Providers. Credit may be earned for attending educational programs offered by educational organizations approved by CEP Certification and designated as CEP Certification Approved Providers. These providers adhere to quality criteria established by CEP Certification, and are authorized to issue credit certificates to attendees. CEP Certification Approved Providers can be identified by the CEP Certification Approved Provider logo/trademark. A searchable database of CEP Certification Approved Providers and the programs they offer is posted on the CEP Certification website at www.naed-cep.org. Specific programs may be reviewed according to subject area, location, date, and time.
 - Documentation Required: Certificants must maintain: a certificate or letter verifying attendance; and, a program description.
 - b. Other Providers. Credit may be earned for attending certain educational programs offered by other organizations, including those providers not approved by CEP Certification. Such activities must meet or exceed the quality provider and program standards and guidelines required of CEP Certification Approved Provider programs in order to be considered for credit. Non-CEP Certification Approved Provider Program providers are not authorized to issue credit certificates to attendees.
 - 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. Publications, Presentations, New Program Development Activities. Limit of five (5) credits (maximum) per recertification cycle for this category of specified professional activities.
 - a. Publications. Credit may be earned for authoring certain publications directly related to electrical distribution. Publication authorship activities are limited to: articles published in refereed and non-refereed journals; a chapter in an edited book; or, a published book. Credit may be granted for actual publication preparation time only.
 - Documentation Required: Certificants must maintain: a complete copy of each publication; and, a personal record of actual publication preparation time.

- b. Presentations. Credit may be earned for acting as a speaker or presenter during professional presentation activities directly related to electrical distribution. 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 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.
 - c. New Learning Program Development. Credit may be earned for developing new and original learning programs or courses related to electrical distribution. New program development activities are limited to the development of the content for an original 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: the original program 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 verifying acceptance or approval of new program; a personal record of actual preparation time; and, other supporting documents.
4. Leadership and Community Service Activities. Limit of five (5) credits (maximum) per recertification cycle for this category of specified professional activities.
- a. Leadership Activities. Credit may be earned for service in certain leadership positions, or for engaging in certain leadership activities, directly related to electrical distribution. Leadership activities are limited to active service to professional electrical distribution organizations, associations, or committees. A minimum of twelve (12) consecutive months of service is required to qualify for credit. 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 record of actual service or participation time; and, a document from the organization acknowledging services provided, including the dates and type of service.
 - b. Community Service Activities. Credits may be earned for providing non-compensated electrical distribution services to non-client individuals or organizations as a community service. Community service activities are limited to the provision of non-compensated services to persons and groups with whom the certificant has no paid contractual employment or client relationship, such as

volunteer service to a community or charitable group. Credit may be granted for actual service time only.

- Documentation Required: Certificants must maintain: a document from the organization explaining the services provided, including the dates and type of service; and, a personal record of actual service time.

E. General Recertification Guidelines.

1. Activity Reporting Forms. Certificants are responsible for reporting recertification activities to the CEP Certification Program as they occur, or upon completion. Using the Recertification Activity Reporting Form certificants must complete the required information concerning each recertification activity, and submit each completed form via fax or mail to CEP Certification Recertification or online at www.naed-cep.org.
2. Credit Transcripts. The CEP Certification Program will review and record reported recertification activities, and maintain a transcript of all approved activities reported during the current recertification cycle for each certificant. CEP Certification will mail such transcripts to each certificant on an annual basis. Certificants may also view an unofficial transcript of reported recertification activities online at www.naed-cep.org.
3. Granting Credit. All recertification activities submitted for credit are subject to review and approval by the CEP Certification Program. In order to assist in the acceptance of a recertification activity, certificants are encouraged to contact the CEP Certification Program prior to participating in an activity to gain information as to 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.
4. Credit Denial. The CEP Certification Program reserves the sole and exclusive right to evaluate all activities and programs on an individual basis, and at its discretion to deny credits for those activities that fail to meet the terms of this Policy, and other CEP Certification requirements. In its evaluation, the CEP Certification Program will consider the number of credits indicated for a program by other providers. However, the CEP Certification Program reserves the sole and exclusive right to make all final determinations concerning the number of credits granted for each activity. The certificant will be notified when credits are reduced or denied, including a statement indicating the basis for such action.
5. Maintenance of Personal Recertification Records. As explained in this Policy, each category of qualifying recertification activities indicates the information and materials that must be collected and maintained 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.

6. 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. Upon receipt of a completed Application for Certification Renewal and related fees by the CEP Certification Program, and satisfactory completion of the thirty (30) credit requirement for the current recertification cycle, an updated certificate package will be sent to the certificant.
7. 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 Certification Governing Council, and are subject to change.
8. 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 for credit towards the next recertification cycle, certificants 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 select a percentage of certificants randomly 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 and returned with the Application for Certification Renewal. 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 an inactive list of certificants, and the following terms apply, unless otherwise provided by this Policy.

1. Suspension. Following the issuance of a suspension notice, the certificant will be placed on immediate suspension status for up to a one (1) year period 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.

2. Revocation. Failure to satisfy the relevant requirements within a one (1) year period after the conclusion of a recertification cycle (during the suspension period) will result in revocation and termination of certification. Unless otherwise directed by the CEP Certification 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.
3. 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 Certification, and may not use the CEP-IS or CEP-OS credentials or certification marks until such time as he or she receives notice from the CEP Certification Program that: the relevant recertification requirements have been satisfied; or, 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 Status. Retired status allows certificants, who are retired, to remain within, and participate with, the CEP Certification Program. The Retired designation represents that the certificant is not engaged in professional practice. This designation is not a credential for practice.
 - a. 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 to receive Retired status. Retired 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 Retired status 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 Certification recertification requirements, or to pay certification renewal fees. There is a one-time fee for Retired status, as established by the CEP Certification 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

Certification. 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 Certification 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 Certification 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 is required to seek reinstatement of active certification status. If such reinstatement to active status is requested prior to the time 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 the inactive Retired status 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 or herself as an active certificant or as certified by CEP Certification, and may not use the CEP-IS or CEP-OS credentials or certification marks until such time that he or she: satisfies the relevant recertification requirements; or, has his or her active certification reinstated.
 - 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., within 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.