

# CPD POINTS QUICK REFERENCE

<p><b>ACTIVE PRACTITIONER</b> Regular, continuing involvement in the activities of the certification subfield as a part of your primary employment. For periods of unemployment of six months or more, see Policy 30.</p>	<p><b>CPD POINTS</b> 24 per year (maximum of 72 points per 3-year certification period)</p>											
<p><b>ADDITIONAL EDUCATION</b> College Credit Courses</p> <p>Training Courses (with CEUs)</p> <p>Training Courses (without CEUs), workshops, seminars, technical presentations, and company sponsored, in-house training sessions</p>	<p><b>CPD POINTS*</b> 15 points per semester hour, or 10 points per quarter hour</p> <p>1 point for each 0.1 CEU (10 points per CEU)</p> <p>1 point per contact hour (a 45- to 60-minute learning period). Single courses shorter than 45 minutes may not be counted.</p>											
<p>* Maximum of 45 points per 3-year certification period in each: – Additional Education – Advance the Profession, and – Testing/Certification</p>												
<p><b>ADVANCE THE PROFESSION</b> Active Committee or Task Force (group that conducts technical business through meetings, reports, position papers, studies, and surveys)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Serving as an officer:</td> <td style="width: 20%;">National State/Regional Local</td> <td style="width: 40%;"><b>CPD POINTS*</b> 1 point per month 0.75 0.5</td> </tr> <tr> <td>Participating as a member:</td> <td>National State/Regional Local</td> <td>0.5 per month 0.375 0.25</td> </tr> </table>	Serving as an officer:	National State/Regional Local	<b>CPD POINTS*</b> 1 point per month 0.75 0.5	Participating as a member:	National State/Regional Local	0.5 per month 0.375 0.25					
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<p>Course Instructor (directs a relevant technical education effort)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Instructing a scheduled course in a post-secondary educational institution</td> <td style="width: 60%;">15 per semester hour (10 per quarter hour)</td> </tr> <tr> <td>Conducting a training course Pre-assigned CEUs No assigned CEUs</td> <td>1.5 per contact hour 1 per contact hour</td> </tr> </table>	Instructing a scheduled course in a post-secondary educational institution	15 per semester hour (10 per quarter hour)	Conducting a training course Pre-assigned CEUs No assigned CEUs	1.5 per contact hour 1 per contact hour							
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<p>Author of instructional materials for a course</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Published</td> <td style="width: 60%;">20 as sole author 10 as co-author</td> </tr> <tr> <td>Non-published</td> <td>10 as sole author 5 as co-author</td> </tr> </table>	Published	20 as sole author 10 as co-author	Non-published	10 as sole author 5 as co-author							
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<p>Professional Society (involvement with organizations that unify individuals in a career area and promote technical knowledge, skills, and responsibility)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Society membership (national society includes any local chapters)</td> <td style="width: 60%;">1 per year per society (12 max.)</td> </tr> <tr> <td>Attending society meeting:</td> <td>Regional/National State/Local</td> <td>2 (12 points maximum) 1 (15 points maximum)</td> </tr> <tr> <td>Serving as elected officer:</td> <td>Regional/National State/Local</td> <td>2 per year (12 max.) 1 per year (12 max.)</td> </tr> <tr> <td>Serving in appointed position:</td> <td>Regional/National State/Local</td> <td>1 per year (6 max.) 0.5 per year (6 max.)</td> </tr> </table>	Society membership (national society includes any local chapters)	1 per year per society (12 max.)	Attending society meeting:	Regional/National State/Local	2 (12 points maximum) 1 (15 points maximum)	Serving as elected officer:	Regional/National State/Local	2 per year (12 max.) 1 per year (12 max.)	Serving in appointed position:	Regional/National State/Local	1 per year (6 max.) 0.5 per year (6 max.)
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<p><b>TESTING/CERTIFICATION</b> In the Certification Practice Area</p>	<p><b>CPD POINTS*</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Upgrading a NICET certification</td> <td style="width: 60%;">35</td> </tr> <tr> <td>Meeting a higher level exam requirement</td> <td>10</td> </tr> <tr> <td>Passing a NICET work element</td> <td>1 per work element</td> </tr> </table>	Upgrading a NICET certification	35	Meeting a higher level exam requirement	10	Passing a NICET work element	1 per work element					
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<p>In a Related Practice Area</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Achieving or upgrading NICET certification</td> <td style="width: 60%;">25</td> </tr> <tr> <td>Meeting a higher level exam requirement</td> <td>8</td> </tr> <tr> <td>Passing a NICET work element</td> <td>0.5 per work element</td> </tr> </table>	Achieving or upgrading NICET certification	25	Meeting a higher level exam requirement	8	Passing a NICET work element	0.5 per work element					
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This table summarizes the most commonly used sources of CPD points. It is not a substitute for reading NICET's Continuing Professional Development Policy (Policy #30, available at [www.nicet.org](http://www.nicet.org)), which includes more detailed information on these and other options, including presentations, papers, and a special recertification exam. Answers to your questions about recertification may be found by visiting NICET's web site or calling 888-476-4238.

**Total points required for recertification: 90 for each certification area**

(Points claimed for each certification must be relevant to that area.  
None may be earned earlier than three years prior to your expiration date.)

Reflects Policy 30 as of October 2001