


CPD POINTS QUICK REFERENCE

ACTIVE PRACTITIONER 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.		CPD POINTS 24 per year (maximum of 72 points per 3-year certification period)
ADDITIONAL EDUCATION College Credit Courses Training Courses (with CEUs) Training Courses (without CEUs), workshops, seminars, technical presentations, and company sponsored, in-house training sessions	CPD POINTS* 15 points per semester hour, or 10 points per quarter hour 1 point for each 0.1 CEU (10 points per CEU) 1 point per contact hour (a 45- to 60-minute learning period). Single courses shorter than 45 minutes may not be counted.	* Maximum of 45 points per 3-year certification period in each: – Additional Education – Advance the Profession, and – Testing/Certification
ADVANCE THE PROFESSION Active Committee or Task Force (group that conducts technical business through meetings, reports, position papers, studies, and surveys)	Serving as an officer: National State/Regional Local Participating as a member: National State/Regional Local	CPD POINTS* 1 point per month 0.75 0.5 0.5 per month 0.375 0.25
Course Instructor (directs a relevant technical education effort)	Instructing a scheduled course in a post-secondary educational institution Conducting a training course Pre-assigned CEUs No assigned CEUs	15 per semester hour (10 per quarter hour) 1.5 per contact hour 1 per contact hour
Author of instructional materials for a course	Published Non-published	20 as sole author 10 as co-author 10 as sole author 5 as co-author
Professional Society (involvement with organizations that unify individuals in a career area and promote technical knowledge, skills, and responsibility)	Society membership (national society includes any local chapters) Attending society meeting: Regional/National State/Local Serving as elected officer: Regional/National State/Local Serving in appointed position: Regional/National State/Local	1 per year per society (12 max.) 2 (12 points maximum) 1 (15 points maximum) 2 per year (12 max.) 1 per year (12 max.) 1 per year (6 max.) 0.5 per year (6 max.)
TESTING/CERTIFICATION In the Certification Practice Area	Upgrading a NICET certification Meeting a higher level exam requirement Passing a NICET work element	CPD POINTS* 35 10 1 per work element
In a Related Practice Area	Achieving or upgrading NICET certification Meeting a higher level exam requirement Passing a NICET work element	25 8 0.5 per work element
Non-NICET	Achieving a NICET-recognized, non-NICET certification	15

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), 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.)