

Application for Renewal Unit Providers

Renewal units (RUs) may be awarded by submission of required documentation to the InfoComm Certification Office by the organization presenting the course or by an organization sponsoring the course.

In all cases, the **Renewal Unit (RU) Provider Application should be received in the InfoComm Certification Office a minimum of 30 days prior to the first course offering.** The course application and documentation will be reviewed and notification will be made within 30 business days of receipt of the application.

RUs are offered in half (.5) units, based upon 30 minutes of contact time rounded to the nearest 30 minutes (e.g., 35 minutes = .5 RUs, 45 minutes = 1 RU, and 1 hour and 40 minutes = 1.5 RUs).

All renewal units are awarded and referenced to specific certification levels and the corresponding Exam Content Outline Domain area based upon manufacturer or non-manufacturer guidelines as noted in this handbook. See Appendix A for CTS, Appendix B for CTS-I, and Appendix C for CTS-D in the Renewal Handbook. (i.e., Course ABC is approved for 2 RUs at the CTS-I Domain C level.) **Renewal units that are awarded to educational programs are approved until the program changes or for a two year period, whichever comes first.**

There is currently no fee required for the review and approval process of awarding program renewal units.

Application Deadline

This application must be completed and faxed, mailed, or emailed, with required documentation, to the InfoComm Certification Office **a minimum of 30 days prior to the first course offering.** Please use the following contact address and/or fax.

**InfoComm International
Certification Office
11242 Waples Mill Road, Ste 200
Fairfax, VA 22030
+1.703.279.6395
fax +1.703.691.2756
certification@infocomm.org**

Renewal Unit Provider Application

All applications are reviewed utilizing the InfoComm Certification Committee – Renewal Committee guidelines for processing and approval.

Instructions: Please complete the appropriate sections and attach required documentation. For detailed information, please refer to the Renewal Unit Provider Handbook found at www.infocomm.org/renewal

Contact Name _____ Date _____

Company _____

Address _____

City/State/Country _____

E-mail _____ Website URL: _____

Phone _____ Fax _____

Manufacturer ([Complete Section A](#))

Non-Manufacturer ([Complete Section A](#))

Industry-Related Book or White Paper ([Complete Section B](#))

A. Manufacturer and Non-Manufacturer Onsite or Online Courses/Webinars:

1. Instructor Credentials

The instructor must provide a brief (50-100 word) biography showing clear evidence of substantial experience or qualifications in the session topic or other recognized industry credentials. For multiple instructors please list names, titles, and years of experience.

Note: For organizations with more than 10 instructors, please contact the Certification Office for special assistance.

Please provide instructor name(s) and a summary of experience or attach to application:

2. Learning Objectives

At least one clearly relevant learning objective or industry related purpose for the program must be stated. A learning objective completes the phrase, “At the end of this program, the learner will be able to”:

1 _____
2 _____
3 _____

3. Session Topic and Content

Course Title _____

Has this course been submitted to InfoComm or offered for RUs before? _____

If yes, please list title here _____

Brief Course Description _____

List primary target audience(s) (Example-CTS-D holders or project managers):

- _____
- _____
- _____

Actual course contact time (not counting lunch or break time) _____ hours

4. List general topic area, exam level(s) and domain(s)

Refer to Appendices in the [RU Provider Handbook](#) to determine most appropriate topic areas or domains and the exam levels course applies to. Note: Refer to Appendix A for general CTS, Appendix B for CTS-I, Appendix C for CTS-D.

Topic area (Example- Determining ambient light) _____

Exam level(s) and Domain(s) (Example CTS-I Domain B) _____

Topic area _____

Exam level(s) and Domain(s) _____

5. Evaluations and Certificates

Evaluations: Participants at an onsite course or live webinar must be evaluated in some manner by instructor/student interaction from the instructor. Each online course or recorded webinar participant must satisfactorily complete an online assessment tool (quiz, etc.) in order to obtain certificate and credit. For online courses and recorded webinars, there is a minimum of six (6) questions with the actual number over six (6) being dependent upon the length of the activity and the major learning points. The questions would reflect the learning objectives stated in the application and be related to key points within the activity. **The questions and the correct answer must be submitted with the application.**

Certificates: Each participant who satisfactorily completes a course must receive a certificate. **Please attach a copy of any certificate issued**

Note: [Contact the Certification Office](#) for assistance with the evaluation tool or certificate template.

6. Determination of RUs

Manufacturer Courses: One RU is awarded for each 120 minutes of scheduled class contact time.

Non-manufacturer Courses: One RU is awarded for each 60 minutes of scheduled class contact time.

B. Industry related book or white paper with successful completion of an evaluation tool.

1. Author credentials

Provide a 50-100 word biography showing clear evidence of substantial experience in the topic or author's recognized industry credentials.

Please provide a summary of author experience or attach to application:

2. Learning Objectives

At least one clearly relevant learning objective or industry related purpose for the book/white paper must be stated. A learning objective completes the phrase, "After reading this book, the learner will be able to":

1 _____

2 _____

3 _____

3. Book/White Paper Topic and Content

Book/white paper title _____

Has this book/white paper been submitted to InfoComm or offered for RUs before? _____

If yes, please list title here _____

Brief description of book/white paper _____

List primary target audience(s) (Example-CTS-D holders or project managers):

- _____
- _____
- _____

4. Evaluations and Certificate

Evaluations: Participants must be evaluated in some manner. Each reader must satisfactorily complete an online assessment tool (quiz, etc.) in order to obtain certificate and credit. There is a minimum of six (6) questions, with the actual number over six (6) being dependent upon the length and major learning points of the book. The questions would need to follow the learning objectives stated in the application and be related to key points within the book. **The questions and correct answers must be submitted with the application.**

Certificates: Each participant who satisfactorily completes the online quiz must receive a certificate. **Please attach a copy of any certificate issued.**

Note: [Contact the Certification Office](#) for assistance with the evaluation tool or certificate template.

5. Link to URL

Sponsoring organization or author must provide a link to a site with information about the evaluation, scoring and awarding of certificate process. Please provide site link **AND** attach a copy of the certificate template.

Site link URL _____

Determination of RUs:

Renewal Units awarded will depend upon the size and time requirements related to the particular book but will not exceed 2 RUs per book.