

## Renewal Information

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# Renew Your Certification

CTS certifications are awarded for a period of three years. Individuals wishing to maintain their CTS, CTS-D and/or CTS-I designations must meet the renewal requirements of the InfoComm Certification Committee in order to maintain their certification(s).

Now more than ever, holding an accredited credential puts you a cut above your competition. Maintain your advantage: Renew your CTS credential before it expires.

1. Download your [CTS RU transcript](#). Any course you have taken which is registered through InfoComm will appear on your transcript. *Non-InfoComm courses will not appear on your transcript.* Gather the other records you have of RU-approved courses and activities, including certificates of completion and all supporting documents.
2. Download the , which includes the renewal application.
3. Complete your renewal application and submit it by email, mail, or fax. Don't forget to attach all required documents.

**Certification  
Renewal  
Handbook**

## Why Is Renewal Required?

- **Proof of Continuing Education**  
Renewal requirements include proof of minimum levels of continuing education during each three-year period. Meeting those education requirements and maintaining a certification demonstrates an individual's ongoing efforts to enhance the knowledge, skills and abilities required to perform his or her job in the field.
- **ISO/IEC/17024 Accreditation**  
By requiring continuing education and periodic renewal, the InfoComm CTS renewal program also meets the ISO/IEC/17024 accreditation requirements as administered by ANSI in the United States.
- **Renewed Commitment to the CTS Code of Ethics and Conduct**  
To renew and maintain certification, individuals must reaffirm their commitment to the CTS Code of Ethics and Conduct.

InfoComm, through the Certification Committee, offers a renewal handbook with information for individuals who need to renew their CTS certification as well as companies or organizations that are interested in obtaining approval of renewal units for their educational program.

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Certification is not a guarantee for performance by certified individuals. Certified Technology Specialist (CTS) holders at all levels of certification have demonstrated audiovisual knowledge and/or skills. Certified individuals adhere to the CTS Code of Ethics and Conduct and maintain their status through continued education. Certification demonstrates commitment to professional growth in the audiovisual industry and is strongly supported by InfoComm.

All eligibility, application, score reports, special accommodation requests and general inquiries regarding InfoComm certification will be handled through the InfoComm International Certification Office, with headquarters located in Fairfax, VA, U.S.A. Purchases of education, membership or any other InfoComm services are not required to seek certification.

Phone: 1.800.659.7469 or +1.703.273.7200

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