



# CPD POINTS QUICK REFERENCE

<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.		<b>CPD POINTS</b> 24 per year (maximum of 72 points per 3-year certification period)
<b>ADDITIONAL EDUCATION</b> College Credit Courses  Training Courses (with CEUs)  Training Courses (without CEUs), workshops, seminars, technical presentations, and company sponsored, in-house training sessions	<b>CPD POINTS*</b> 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
<b>ADVANCE THE PROFESSION</b> 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	<b>CPD POINTS*</b> 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 (10 points maximum)  2 per year (12 max.) 1 per year (12 max.)  1 per year (6 max.) 0.5 per year (6 max.)
<b>TESTING/CERTIFICATION</b> In the Certification Practice Area	Upgrading a NICET certification  Meeting a higher level exam requirement  Passing a NICET work element	<b>CPD POINTS*</b> 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](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