

CCBCP Recertification

What is Recertification?

The Business Computing industry is dynamic and is constantly changing and evolving. A CCBCP certificate holder has demonstrated knowledge at the point of time they took the examination. In order to stay current in the industry, a certificate holder must be actively engaged in the profession, learn emerging technologies, and continue to enhance their skills throughout their career.

To assure that certificate holders are maintaining knowledge and skills that are state of the art in the Business Computing field, certificate holders must earn COMMON Education Credits (CECs).

The recertification process begins immediately upon achieving certification. A certificate holder must either:

- 1) Retake the CCBCP examination for US \$345 (member) or \$445 (nonmember) or;
- 2) Obtain and report a minimum of 30 CECs and pay a US \$200 (member) or \$300 (nonmember) recertification fee every four (4) years as long as the certificate holder continues the fulltime practice of Business Computing.
- 3) Prove that they hold a current third-party technical certification at the time of recertification.

Failure to meet recertification requirements by the recertification deadline results in a loss of the CCBCP credential. To become certified again requires retesting.

Recertification Deadline

Recertification is required every four years on the anniversary of the date the certificate was originally issued. Original certification dates can be found on CCBCP issued correspondence, certificates, and credentials. For example, if you were originally certified on May 1, 2011, your recertification deadline is May 1, 2015.

Recertification Applications and fees must be postmarked 30 days prior to the certificate holder's recertification deadline, otherwise they will be assessed a \$100 late fee.

Tracking CECs

It is the responsibility of the certificate holder to properly record and document all activities during the four-year certification period that will be used to satisfy the CEC requirement. Incomplete or undocumented activities are not acceptable for reporting purposes.

Qualifying CEC activities are divided into seven (7) categories. To maintain a balance in recertification activities, some categories or activities have a maximum number of credits that can be reported in a recertification period. These caps are noted in the descriptions of the categories.

The seven categories eligible for CECs are:

1. Education
2. Publishing
3. Presentations
4. Technical / Professional Service
5. Self Study
6. Employment
7. COMMON Certification Program Contribution

Obtaining Recertification

After receipt and review of the submitted recertification application, certificate holders are notified as to whether or not the submitted package satisfies the recertification requirements. If the recertification application is satisfactory, a certification credential update is issued to the certificate holder. If the application is found to be unacceptable, the entire package is returned to the certificate holder for further processing and resubmission. It is the certificate holder's responsibility to assure that all reprocessing is completed prior to the recertification deadline. Rejected recertification applications may be appealed to the COMMON Certification Committee.

Rejected RAs

The CCBCP Program may find that a certificate holder's recertification application does not fulfill the 30 CEC requirement. CEC credit will be disallowed for activities and subject matter outside of what is defined in this document and for audited credits for which no supporting documentation is submitted.

If a recertification application is found to not fulfill the requirements for recertification, the certificate holder will receive a notification to that effect. The certificate holder has 30 days from the date the notice was mailed to resolve the recertification requirement discrepancy.

If the discrepancy is not resolved, the certificate holder will be notified and have the opportunity to be fulfill the 30 CEC requirement and resubmit documentation for recertification no later than 90 days following the certificate holder's current certification expiration date. An additional late fee of US \$100 will be applied.

Decertification

Certificate holders who fail to satisfy recertification requirements by 90 days following their current certification date are automatically decertified. A Candidate is required to take the CCBCP exam to be recertified OR the certificate holder can appeal such decertification if extenuating circumstances are involved.

COMMON Education Credit (CEC) Categories

Category 1 – Education

Professional Development Classes: (including seminars, conferences and training courses – live or via webinar/webcast):

CECs can be earned at a rate of .3 per one hour of actual time spent attending classes that are related to Business Computing. CECs can be earned at a rate of .5 per one hour of actual time spent attending COMMON education (sessions, webcasts, webinars, virtual labs, seminars, etc.).

If claiming credit for attending a class, documentation of attendance (i.e., course registration confirmation, copy of paid invoice) and justification for the number of hours claimed (i.e. conference schedule and list of sessions attended) should be kept as supporting documentation.

CECs may not be claimed for taking the certification examination or for any activities prior to passing the examination, including any certification training, preparatory courses, or workshops. All courses must be completed within your recertification period.

The maximum amount of CECs that can be earned in Category 1 in a four-year period is 20. No more than 15 CECs may be claimed for pure technical courses.

Category 2 – Publishing

Publications – maximum 20 CECs

- 10 CECs for a published peer reviewed paper
- 5 CECs for a published non-peer reviewed paper
- 20 CECs for a published book

Published articles or books should relate directly to Business Computing topics and are acceptable if these materials contribute to the professional proficiency of Business Computing professionals. This category refers to articles, books, and research papers written by the certificate holder.

A paper published in a peer-reviewed publication earns 10 CECs, a paper published in a non-peer-reviewed publication earns 5 CECs and a published book earns 20 CECs. To claim credit for a publication, a copy of the publication should be kept as a supporting document.

The maximum amount of CECs that can be earned in this category in a four-year period is 20.

Category 3 – Presentations

Presentations – maximum 15 CECs

- 0.3 CECs for each hour in preparation and presentation on a subject in the Business Computing field.
- 0.5 CECs for each hour in preparation and presentation at COMMON educational events.

Presentations must clearly apply to the Business Computing field. The audience can be a professional society, chapter, university/academic, or formal in-company presentations given by the certificate holder. To claim credit for presentations, a copy of the presentation and a description of the circumstances under which the presentation was given should be retained as supporting documentation.

CECs for presentations accrue at a rate of .3 CECs (.5 CECs for COMMON events) of credit per 1 hour of preparation and presentation. Credits may be claimed for only the initial time the presentation is given.

The maximum amount of CECs that can be earned in this category in a four-year period is 15.

Category 4 – Technical/Professional Service

Technical/Professional Service – maximum 15 CECs

- 5 CECs for serving as an officer of a professional committee per term
- 3 CECs for serving as a member of a professional committee per term

Certificate holders are strongly encouraged to actively participate in the professional societies and organizations that exist in the Business Computing field. This means more than simply joining these organizations or attending their meetings. Credits should NOT be claimed simply for membership or attendance (See Category 5.).

Involvement must be as an officer, board member, or committee member in a professional organization clearly related to Business Computing. 5 CECs are awarded for each term served as an officer or board member, 3 CECs are awarded per term served as a committee member. A term is generally one year in length. To claim credit hours for participation, supporting documentation should demonstrate the level of involvement claimed (i.e., meeting minutes, letter of acknowledgement from the organization).

Examples of activities that should NOT be claimed in this category include:

- A membership in a professional organization
- Attending regular meetings of such organizations
- Receiving materials (i.e., magazines and newsletters) from such organizations.

The maximum amount of CECs that can be earned in this category in a four-year period is 15.

Category 5 – Self-Study

Self Study – maximum 5 CECs

- 1 CEC for reading papers on a subject within Business Computing.
- 0.5 CECs for reviewing papers on a subject within Business Computing.

Activities designed to improve proficiency in one or more certification skill areas may qualify for CEC credit, with specific limitations within each sub-category. Qualifying activities include:

Reading self-study materials clearly related to knowledge areas in Business Computing. CECs claimed should be for actual contact hours with the materials. Typical print materials include subscription periodicals. Periodicals that are peer-reviewed may be claimed for 1 CEC credit per year, while periodicals that are not peer reviewed may be claimed for .5 CEC credit per year.

Supporting documentation can include a copy of the paid subscription invoice or a copy of the cover page of the periodical.

Examples of peer-reviewed periodicals include:

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Examples of non-peer-reviewed periodicals include:

Reading recently published books on skill areas related to Business Computing. Selected books must have been published within two years of the date for which CEC credit is claimed. As supporting documentation, the certificate holder must write a publishable book review of approximately 1,500 words.

The maximum amount of CECs that can be earned in this category in a four-year period is 5.

Category 6 – Employment

Employment – maximum 9 CECs

- 3 CECs per year for employment in the Business Computing industry.

Employment in the Business Computing profession, as described by the examination specifications, at least 1,500 hours a year earns 3 CECs. Supporting documentation should include employment verification letters.

The maximum amount of CECs that can be earned in this category in a four-year period is 9.

Category 7 – COMMON Certification Program Contribution

COMMON Certification Program Contribution – maximum 15 CECs

- 1 CEC per day of CBCA or CCBCP development work, including courseware and exam development

The maximum amount of CECs that can be earned in this category in a four-year period is 15.