



CONTINUING EDUCATION PROGRAM (CEP) + CERTIFICATION POLICIES

“Tell me and I forget. Teach me and I remember.
Involve me and I learn.”

–Benjamin Franklin

CONTINUING EDUCATION PROGRAM

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2018 CEP PROGRAM

A. PROGRAM OBJECTIVES

1. Be easy to implement and manage for all stakeholders
2. Provide real world learning opportunities that are readily available and add value to the credentialing program
3. Require realistically achievable points that encourages continuous learning applicable to their credential and career needs

B. CEP REQUIREMENTS

1. Consultants may use credentials received before January 1, 2005 without entering the Certification Program. To enter the Certification Program, you must:
 - a. Sign a new Certification Agreement stating that you will earn 30 Continuing Education Points (CEPs) over a three-year period with at least 24 Continuing Education Points (CEPs) from technical learning sessions.
 - b. Pay the appropriate fee (fee includes digital seal).
2. Consultants certified after January 1, 2005, are required to enter the Certification Program and earn CEPs to maintain their Credentials and use the Seal. The certification period begins with the first certification earned. Subsequent certifications do not affect the certification period. The certification period is only impacted by failure to meet the certification requirements (see "Failure to Meet CEP Requirements and Reinstatement" within this document).
3. All Consultants are required to maintain individual membership or pay a certification fee to retain their credentials, whether or not they participate in the CEP Program.
4. Certification Program participants are obligated to earn 30 CEPs over a three-year period. At least 24 CEPs must come from technical learning sessions. Balance of CEPs can be technical or non-technical. CEPs may not be carried over into future licensing periods. Learning sessions must be taken and completed during the individual's certification period and can only be submitted and approved once for continuing education credit during the participants tenure in the certification program. DHI learning sessions and courses must be assigned CEPs for them to be used in the program.
 - a. Technical – learning sessions specific to the door and hardware industry products, applications, codes, or standards (i.e. doors, finish hardware, access control).
 - b. DHI and other security related learning sessions required to achieve credentials from the Door and Hardware Institute (DHI) or related industries identified as continuing education partners (identified below).
 - c. Non-Technical – learning sessions related to the door and hardware industry or beneficial to your role at work (i.e. sales, presentations, business, finance, marketing, social networking) and participation in industry or industry related organizations.

C. CONTINUING EDUCATION POINTS (CEPs)

1. Technical or Non-Technical Learning Sessions

One (1) Hour = One (1) Continuing Education Point (CEP)*. CEPs may be issued in 30 minute increments, with each 30 minutes being .5 CEP.

*Exceptions:

- a. CEPs for college or school courses where credits are issued, are not based on hours; one (1) credit is equivalent to one (1) Continuing Education Point (CEP)
- b. E-Learning – online learning sessions can be accumulated in lesser increments and counted in 30 minute increments (i.e. three 10 minute session = 30 minutes or .5 CEP).
- c. Instructor/Facilitator – an individual or individuals leading a learning session as the instructor or facilitator earns two (2) times the CEPs for the session (i.e. one hour = two CEPs), and earns this each time he/she delivers the session.
- d. Course Development – an individual or individuals that develop a learning session earn three (3) times the CEPs for the session (i.e. one hour – three CEPs), however this is a one-time credit.
Note: courses being updated can be submitted to DHI along with the current course for review and awarded points if DHI feels the course requires substantial time to update.

2. Industry and Non-Industry Participation – Non-Technical Learning Sessions

- a. Membership in Non-Industry organizations (AIA, AIA Canada, ASIS, ASIS Canada, CSI, CSC): 1 CEP/year
- b. DHI National, Canada, or Chapter officer or chairperson: 3 CEPs/year
- c. DHI National, Canada, or Chapter committee member: 2 CEPs/year
- d. DHI National Show Attendance: 1 CEP/day of show
- e. DHI Forum for the Future & other training sessions: 1 CEP/session
- f. Published Articles – an individual or individuals who writes an article that is published in hard copy or electronic magazines, websites, or e-newsletters from the Door and Hardware Institute (DHI) or industry related organizations, identified as continuing education partners, earn three (3) CEPs for the first time the article is published.
- g. DHI Programs: The Certification Council will review and award CEPs for other activities related to current and future DHI programs, such as mentoring, exam development, and exam review. If approved for continuing education CEPs, the activity will be added via an addendum to this document.

3. Requirements for Learning Sessions

- a. There are no restrictions on branding, logos, or slogans for learning sessions delivered. Presentations are required to be educational in nature.
- b. Individuals, companies, or industry organizations must submit a DHI Educational Program Application, along with materials for the learning session they create or intend to deliver, to DHI for approval of Continuing Education Program Points (CEPs) and to register the course. Exceptions:

1. Door and Hardware Institute (DHI/DHIC)

- (a) National – educational courses and other learning sessions offered through the chapter will offer CEPs (see CEPs above).
- (b) Chapters – educational courses, learning sessions, or programs offered through the chapter will offer CEPs (see CEPs above). The chapter president or educational chairperson just needs to submit a DHI Educational Program Application to register the course, learning session, or program.

2. Continuing Education (CE) Partners

- (a) Approved Industry Organizations – learning sessions offered by and/or approved by industry organizations that have a formal continuing education program do not require further approval by DHI.
 - (i) American Institute of Architects (AIA) US and Canada – DHI recognizes learning sessions offered by and/or approved by AIA (see CEPs above).
 - (ii) American Society for Industrial Security (ASIS) US and Canada – DHI recognizes learning sessions offered by door and hardware or security industry organizations and approved by ASIS (see CEPs above).
 - (iii) Construction Specifications Institute (CSI/CSC) – DHI recognizes learning sessions offered by and/or approved by CSI (see CEPs above).
 - (iv) Hollow Metal Manufacturers Association (HMMA) – DHI recognizes learning sessions offered by and/or approved by HMMA (see CEPs above).
 - (v) International Code Council (ICC) – DHI recognizes learning sessions offered by and/or approved by ICC (see CEPs above).
 - (vi) National Fire Protection Association (NFPA) – DHI recognizes learning sessions offered by and/or approved by NFPA (see CEPs above).
 - (vii) Canadian Fire Safety Association (CFSA) – DHI recognizes learning sessions offered by and/or approved by CFSA (see CEPs above).
 - (viii) Steel Door Institute (SDI) US and Canada – DHI recognizes learning sessions offered by and/or approved by SDI (see CEPs above).
 - (ix) Window & Door Manufacturer Association (WDMA) – DHI recognizes learning sessions offered by and/or approved by WDMA (see CEPs above).
 - (x) Others – other individuals or industry organizations must submit an industry organization’s continuing education program to DHI for review and approval.
- (b) Approved Companies (manufacturers, agencies, distributors) – learning sessions offered by approved industry partners that have a formal training program do not require further approval by DHI.
 - (i) Industry Partners – companies must submit their training program to DHI for review and approval.

- (c) Individuals can submit a DHI Educational Program Application, along with materials for the learning session they attended or plan to attend, to DHI for approval of Continuing Education Points (CEP) and so the course can be registered with DHI.

4. Renewal

Certification Program participants are required to maintain an accurate record of their accumulated CEPs, as well as be aware of, and comply with, all Certification Program procedures and timelines. Certification Program participants are required to report accumulated CE points, execute a new Certification Agreement, and pay appropriate renewal fee before the end of their 3-year certification period.

(a) Request for renewal

- (i) Record completed CEP learning sessions for approval online within the DHI Learning Management System (LMS). Information includes: course date, course ID, course name, instructor name, course location, and CEPs (a separate file may be submitted if needed).
- (ii) Copies of completion certificates, handout, or other documents are not required, however have to be retained by you in case your renewal form is audited.

(b) Request for extension of renewal

- (i) Certified professionals may submit a request for one 90-day extension. The request must be made in writing to the DHI Certification Council during their 3-year certification period. If granted, they must submit the proper documentation of successful completion of sufficient CE points before the end of the extension. If CE points were achieved and approved, their new 3-year certification period start date will be from their original expiration date, not the extension date.

5. Failure to Meet CEP Requirements and Reinstatement

Certification Program participants who fail to earn, within their 3-year certification period, sufficient CE points to maintain their certification in accordance with the Certification Agreement shall be prohibited from using the Seal and credentials certified after January 1, 2005.

(a) Reinstatement

- (i) Successfully complete the required 30 CE points (including 24 technical points) within the 3-year period prior to the submission date for reinstatement, submit for approval, and pay the appropriate fees. If CE points are approved, the new 3-year certification period start date will be from the approval date.

6. Transition from current CEP to new CEP

Participants in the current CEP at the time of transition to this new program will be provided with a worksheet that allows them to convert their existing CEP points to the new system (see appendix A). All points for learning sessions after the start date of the new program will be based on the new CEPs.

7. Amnesty Program

See reinstatement requirements above.

D. TOOLS

1. Website

- a. Links to DHI CE partners (organizations, manufacturers, etc.) contact information/email and/or partner website, if available, for approved DHI certified learning sessions, will be available on the DHI website.
- b. The DHI Educational Program Application with instructions and a web form that makes it easier to submit request will be available on the DHI website.

2. Systems/Process

- a. Online learning management system (LMS) for users to record and track CEPs.
- b. System will send renewal reminders via email to certified consultants between 3 and 6 months prior to the expiration date of their credential.

CONTINUING EDUCATION PROGRAM

APPENDICES

Appendix A – DHI CEP Transition Examples

DHI CEP Transition Examples (30/24)

The conversion formula is as follows:

P = old system CEP points earned

L = new CEP learning units

C = old system CEP point requirements in 3 years (100)

N = new CEP point requirements in 3 years (30)

$$L/N = P/C$$

$$L/30 = P/100$$

$$L = (30P/100)$$

$$L = .3P$$

Example 1:

Jim is in his first year of the old system and has earned 10 technical points when the new system is rolled out. He has some upcoming opportunities, but notices they are 1 learning unit each for the 1 hour sessions. What is the value of his points from the old system in the new system?

$$L = .3(10) = 3 \text{ learning units}$$

Example 2:

Lori is within 6-months from completing and has 80 technical points when the new system is implemented. She has identified 4 more 1-1/2-hour courses worth 5 points each and wants to know how to convert her existing points from the old system to the new system, and how many more courses she'll need to take.

$$L = .3(80) = 24 \text{ learning units}$$

While 5 points would convert to 1.5 learning units, classes in the new system are 1 learning unit for each hour. Therefore Lori, needing 6 LUs in the new system, would need to take (4) 1-1/2-hour courses.

Example 3:

Kristi is about half-way through and has 30 technical points when the new system goes live. She wants to know how to convert her existing points to the new system, and how many more learning units she'll need.

$$L = .3(30) = 9 \text{ learning units}$$

Based on the 9 learning units, she'll need to earn 21 LUs in the new system.

Example 4:

Haley is a few months away when the new system is implemented. She has earned the 100 points (which includes the 80 technical) required in the existing system. She wants to know what her points convert to in the new system and if she'll need to complete any more courses.

$$L = .3(100) = 30 \text{ learning units}$$

$$L = .3(80) = 24 \text{ learning units}$$

The converted total is 30 LUs and includes 24 technical LUs, which both meet the requirements under the new system of 30 and 24 respectively. Therefore, she has met the requirements and does not need to take any more courses.

Example 5:

Bill is a few months away when the new system is implemented. He has earned 100 points (but only 60 of the required 80 technical) in the existing system. He wants to know what his points convert to in the new system and if he'll need to complete any more courses.

$$L = .3(100) = 30 \text{ learning units}$$

$$L = .3(60) = 18 \text{ learning units}$$

The converted total is 30 LUs and includes 18 technical LUs. The total meets the requirements under the new system of 30, but the technical requirement is 6 LUs short of the required 24. Therefore, he has to complete at least (6) 1-hour technical courses to meet the new requirement.

CERTIFICATION POLICIES

Awarding Credentials and Certifications

1. Successful completion of a comprehensive exam is the sole requirement to be awarded the AHC, CDC, EHC, and DHT credentials/certifications. Successful completion of a comprehensive exam after earning the DHT credential is required to be awarded the DHC and DHSC certification. The FDAI credential requires successful completion of the prescribed course and a comprehensive exam.
2. Successful completion of a Bridge Exam is the sole requirement for an AHC, CDC, EHC, or AOC certification holder to be awarded DHC or DHSC certifications. These bridge exams are intended to be a test of the gap in the knowledge or skills required for the new certifications versus those legacy certifications. It is not intended to be a re-test of previously demonstrated knowledge or skill, though some overlap may exist in the examination process.
3. Award requirements for the ACSC certification is under development by the Certification Council and will be announced when finalized. Requirements under consideration include the successful completion of the EHC400 and EHC433 classes, and/or a comprehensive exam, along with a locking system and an electronic access control system certification provided directly by an approved manufacturer.
4. Allowable reference materials and electronic devices for credential and certification exams will be designated in each specific examination procedure and instructions.
5. DHT and FDAI credential and DHC and DHSC certification exams require a minimum passing score of 80 percent and multi-part exams require a minimum score of 80 percent on each separate part of the exam. AHC, CDC, and EHC certification exams require a minimum passing score of 75 percent and multi-part exams require a minimum score of 75 percent on each separate part of the exam.
6. Failed credential and certification exams or portions of a multi-part exam may be retaken by the student at their cost with a 30-day waiting period between retakes. There is a maximum of two retakes allowed; after three consecutive failures, the candidate must wait one year from the last failure to retake the entire exam.
7. Certification exams are not subject to review beyond the particular exam's scoring process. Individuals failing the examination may, within 60 days from the date of notification of failure, request a review by the Certification Council of the grading of their examination. This formal request only can be made in writing through the Chief Executive Officer of DHI stating the reason for requesting an appeal. DHI staff will verify the technical merits of the appeal request and advise the applicant whether the request will be forwarded to the Certification Council for review or cite reasons for summarily rejecting the review request.
8. The credential and certification exam administration and grading process and procedures are undergoing modernization with Kryterion Global Testing Solutions. As each exam begins to be administered by Kryterion, new policies affecting those testing procedures will be developed.
9. AHC, CDC, and EHC certification exams are formally proctored exams. Volunteer Proctors for these exams must be a member in good standing of DHI and hold the certification for the exam they are proctoring. Proctors may not administer exams for individuals who are employed by the same company, division or branch as the proctor.

Maintaining Credentials and Certifications – Membership

1. The DHT and FDAI credentials, once awarded, cannot be revoked by DHI and do not require annual membership in DHI to retain them. There is no Continuing Education Program (CEP) requirement to maintain these credentials although ongoing education to remain current with trends, practices, codes, etc. is highly recommended.
2. **Consultants holding an AHC, CDC, EHC or AOC certification awarded before January 1, 2005**, are *required* to maintain annual membership in DHI, which *includes* a Professional Certification Program Fee, *or* pay a separate annual Professional Certification Program fee *in lieu of* membership. Failure to pay either the membership or Professional Certification Program fee results in loss of credentials. These certification holders are *not required* to participate in the Continuing Education Program (CEP) program; however, they may elect to *voluntarily* participate in the program. Participation in the CEP program, with its own designated fee, is not included in DHI membership, they are two separate programs.
3. **Consultants holding an AHC, CDC, EHC, or AOC certification awarded after January 1, 2005, and all DHC, DHSC, and ACSC certification holders**, are *required* to maintain annual membership in DHI, which *includes* a Professional Certification Program fee, *or* pay the separate annual Professional Certification Program fee *in lieu of* membership. Failure to pay either membership or the Professional Certification Program fee results in loss of credentials. These certification holders are *required* to participate in the Continuing Education Program (CEP), and should they fail to meet the CEP requirements will *lose their certification credentials*. Participation in the CEP program, with its own designated fee, is not included in DHI membership; they are two separate programs.
4. Any consultant that loses their credentials due to lack of payment of membership dues or the Professional Certification Program fee may have them reinstated by paying the past due and current due amounts *within one year* of notification of loss. Reinstatement after this one year period will require passing the current credential or certification exam in question at their cost and mandatory participation in the CEP program going forward.

Maintaining Credentials and Certifications – CEP Program Participation

1. **Consultants holding an AHC, CDC, EHC, or AOC certification awarded before January 1, 2005**, may *voluntarily* elect to participate in the CEP Program at any time. To enroll, they must pass the CEP exam, sign a new Certification Program Agreement and pay the designated CEP fee. CEP participants receive a digital Seal indicating their three-year expiration date. Should they elect to participate and subsequently fail to meet the CEP requirements, their Seal will expire, however, they *will not lose* their certification(s) earned before January 1, 2005.
2. **Consultants holding an AHC, CDC, EHC, or AOC certification awarded after January 1, 2005, and all DHC, DHSC, and ACSC certifications holders** are *required* to participate in the CEP Program, must sign a Certification Program Agreement, and pay the designated CEP fee. CEP participants receive a digital Seal indicating their three-year expiration date. Should they fail to meet the CEP requirements, their Seal will expire, and they *will lose* their certification credentials earned after January 1, 2005. However, they *will not lose* any certification(s) earned before January 1, 2005.
3. The CEP period begins with the first certification earned, and subsequent certifications do not have separate periods nor affect the original CEP period.

4. All CEP participants are required to earn 30 CEPs over a three-year period, with a minimum of 24 CEPs coming from technical learning sessions and the balance from non-technical sessions. CEPs *may not* be carried over into future CEP renewal periods. Learning sessions must be taken and completed during the individual's CEP period and can only be submitted and approved *one time* for credit during the participant's tenure in the Certification Program. All learning sessions and courses must be assigned CEPs for them to be used in the CEP program.
5. All CEP participants are required to maintain an accurate record of their accumulated CEPs, as well as be aware of and comply with all Certification Program procedures and timelines. CEP participants are required to report accumulated CEP points, execute a new Certification Agreement, and pay the designated renewal fee before the end of their three-year certification period.
6. All CEP participants are required to record completed CEP learning sessions for approval online within the DHI Learning Management System (LMS). Information includes course date, course ID, course name, instructor name, course location, and number of CEPs earned. Copies of completion certificates, handouts, or other documents are not required; however, they must be retained in case your renewal form is audited and proof of completion is required.
7. All CEP participants who fail to earn within their three-year certification period sufficient CEPs to maintain their certification in accordance with these policies shall be prohibited from using the Seal and any credentials originally certified *after* January 1, 2005. Any credentials originally certified *before* January 1, 2005, may continue to be used.
8. All CEP participants may submit a request for one 90-day extension for renewal. The request must be made in writing to the Certification Council *prior to the end* of their three-year certification period. If granted, they must submit the proper documentation of the required CEPs as noted previously before the end of the extension. If sufficient CEPs are achieved their new three-year certification period start date will be from their *original expiration date*, not the extension date.
9. All CEP participants who fail to meet the CEP requirements and their Seal expires, may apply for reinstatement to the CEP program *within 1 year of expiration* by passing a CEP exam and paying the designated fee. Their new three-year certification period start date will be from their *original expiration date*, not the date from which they pass the exam. Reinstatement after this one year period will require passing the current credential or certification exam in question at their cost and mandatory participation in the CEP program going forward.



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