

Continuing Education Program Renewal Form



2001 K St. NW Suite 300
Washington, D.C. 20006
T: 202.367.1134 F: 202.367.2134
www.dhi.org

Applicant Information

Preferred address is: Home Business

DHI ID Number: _____

Date of previous registration: _____

First Name	M.I.	Last Name	Title	
Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

Company Information

Company Name	Website			
Street Address	City	State/Province	Zip/Postal Code	Country
Mailing Address (if different from above)	City	State/Province	Zip/Postal Code	Country
Phone	Fax	E-Mail		

Business Category: Distributor Manufacturer Sales Agent Other _____

Signature: By signing this application, I certify that all information provided to the Door and Hardware Institute is correct and accurate.

Signature of Applicant

Date

Continuing Education Program (CEP) activities are essential to enable professionals to cope with rapidly changing conditions. After initial registration in the Continuing Education Program, consultants must renew their certification at three-year intervals.

I. CEP Eligibility:

- A. Consultants who earned credentials before January 1, 2005 may voluntarily participate in the CEP.
 - B. It is mandatory for Consultants credentialed after January 1, 2005 to participate in the CEP and are required to earn continuing education points (CEPs) to maintain their Certification status and use the Seal.
2. CEP participants are obligated to earn 30 points over a three-year period. At least 24 points shall come from technical learning sessions. The balance of CEP's 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.
- 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 (CE) partners.
 - 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.
3. CEP participants are required to report accumulated points, as well as execute a new Certification Agreement and pay a \$75 renewal fee at renewal time.

RETURN COMPLETED RENEWAL FORM TO:

Education and Certification Department, DHI

2001 K St. NW Suite 300 Washington, D.C. 20006

T: 202.367.1134; F: 202.367.2134; Email: certification@dhi.org; Website: www.dhi.org

TECHNICAL CONTINUING EDUCATION PROGRAMS AND COURSES (minimum of 24 points)

I. 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 CEPs.

*** Exceptions:**

- a. CEP's 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) Chapter educational program.
- 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 CEPs).
- 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 = 2 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 – 3 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 determines the course required substantial time to update.

POINTS ACHIEVED

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

Title of program or course: _____

Number of days/I.D. No.: _____

Location and dates: _____

TOTAL POINTS FOR SECTION I _____

Attach additional pages as necessary. A minimum of 24 points is required for Section I

NON-TECHNICAL LEARNING SESSIONS

I. Industry and Non-Industry Participation

- 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 3 CEPs for the first time the article is published.

Organization Membership (list all that apply): _____

Officer or Chairperson: _____
Dates of Service: _____

Committee Member: _____
Dates of Service: _____

DHI National Show Attendance: _____
Dates of Attendance: _____

Committee Member: _____
Dates of Service: _____

Title of program or course: _____
Number of days/I.D. No.: _____
Location and dates: _____

Title of program or course: _____
Number of days/I.D. No.: _____
Location and dates: _____

Published Articles: _____
Title of Article (attach copy if non-DHI published): _____

TOTAL POINTS II _____

TOTAL POINTS I (from page 2) _____

TOTAL POINTS I and II (Minimum 30 CEP)

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