



CONTINUING EDUCATION PROVIDER (CEP) PROGRAM GUIDE

For education Providers seeking Continuing Education Points (CEPs) for their educational activities

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INTRODUCTION

The DHI Continuing Education Provider (CEP) Program offers organizations the opportunity to provide pre-approved continuing education hours for certified door security and safety professionals related continuing education offerings. With CE Provider status, DHI-approved activities can be easily identified by those searching for continuing education for their recertification requirements.

In order to maintain certification, DHI certificants must obtain continuing education points recognized by DHI. Certificants are required to earn 30 CEPs over a three-year period. At least 24 CEPs must come from technical learning sessions.

The DHI CE Provider Program offers two options for those organizations that provide education programs:

1. DHI Annual CE Provider – for organizations that offer multiple educational activities a year
2. DHI One-Time CE Provider – for organizations for which only one educational activity has been approved by DHI (A one-time event includes a course, a one-day event, or one multi-day event).

Becoming a CE Provider will:

- allow you to market your education and activities on the DHI website
- reassure attendees the education will meet the CEP requirements
- help increase attendance at your education sessions

The guide is designed to facilitate the process of applying to become a DHI CE Provider and to provide continued guidance throughout your participation in the program. The guide is periodically updated as the program is refined and is enforced accordingly.

We look forward to partnering with you!

DHI Certification Team
2001 K Street NW, 3rd Floor North
Washington, DC 20006
Phone: (202) 367-1134
Fax: (202) 367-2134
Web Site: www.dhi.org

CE PROVIDER REQUIREMENTS

Education Providers that seek continuing education point recognition for their activities must comply with the following requirements for **each** educational activity. It is recommended Providers apply for continuing education points eight (8) weeks before the education activities are offered.

In order for educational activities to be eligible for DHI CEPs, the Providers must meet all of the following requirements:

1. Complete the DHI Continuing Education Provider Program Application and submit to DHI with the applicable fee (*See Appendix C*).
2. The educational activity must be intended as professional education for DHI certificants.
 - a. Providers are advised to take care that the programs for which recognition is being sought are relevant to the continued learning needs of DHI certificants. Refunds will not be given if the programs submitted by the organization do not meet the learning needs of certificants.
 - b. The subject matter and learning objectives of the educational offerings **must** relate to the competencies, as defined for each of DHI's certifications (*See Appendix A*).
3. Education Providers are required to distribute certificates of completion that show the number of DHI CEPs recognized, name of the attendee, name of the event/education, date of the program, and program coordinator and/or signature. (*See Appendix B*).
4. The Provider must provide a participant evaluation process and solicit feedback to ensure continuous improvement in program content and quality.

KEY BENEFITS TO PROVIDERS

- Elevate your commitment to providing continuing education for professional development and recertification activities.
- Gain increased exposure via DHI marketing and brand recognition.
- Stand out as a DHI CEP Provider by using the program logo on marketing materials.
- Build recognition for your organization with your listing on the Continuing Education Providers website.

APPLICATION PROCESS

All information requested in the Provider Guide must be submitted to the DHI Office. Applications that fail to submit all required information are considered incomplete. **Incomplete applications may have a delay in the review process.**

The following information is required to be submitted to the DHI Office for review:

- Completed Provider Terms of Agreement
- Completed DHI Continuing Education Provider Program Application
- Copy of program print or web-based educational materials (e.g., agenda, PowerPoint Presentation, bios of speakers, etc.), including a copy of certificate of attendance. This will be used by the attendee when submitting their renewal application.
- Submit appropriate payment fee

All education activities seeking approval must be submitted **eight weeks prior** to the event date. Submissions for activities taking place less than eight weeks from date of submission, must pay the rush fee.

Applications are reviewed and approved or denied, the provider's primary contact will be notified by e-mail.

If **approved**, providers will be advised of the start and end dates of the Provider status period, including a CEP specific provider ID, and the Provider logo for use on the marketing materials and certificate of attendance.

If **denied**, providers will be advised of the reason of the denial and of any opportunity for appeal.

APPEALS

A provider whose application is denied will be advised of the reason for the denial and of any opportunity for appeal and resubmission. Appeals will be considered **within 30 days of notification** of an adverse decision, with day one as the date of the organization's notification email. Appeals must be sent by email to certification@dhi.org and include the action being requested, as well as any new or additional information for consideration. DHI will consider the appeal and reply within 30 days of receipt. All appeals decisions are final.

PROVIDER FEES

Fee Type	Amount
Annual Provider Fee	\$975 (includes \$75 nonrefundable application processing fee)
One-Time Activity Fee	\$200 (includes \$75 nonrefundable application processing fee)
Rush Fee (For urgent requests for approval that are submitted <i>LESS THAN eight weeks prior to the event date.</i>)	Additional \$100 (annual and one-time event) (This is in addition to regular fees noted above.)

AUDIT PROCESS

Audits may be conducted either prior to or after the program date. DHI staff will notify the Provider of the audit and the Provider will be asked to provide appropriate documents by a give date. Failure to comply with the audit requirements may result in denial of CEPs if the program has not yet been offered, and forfeiture of all fees paid. In the case of the programs already being offered, failure to comply with audit requirements may result in withdrawal of DHI CEP Provider recognition, including the Provider being required to notify all program attendees that DHI CEP recognition for the program was withdrawn.

The documentation required by an audit is as follows:

- Attendance rosters
- Copy of the evaluation tool

RENEWAL PROCESS FOR ANNUAL PROVIDERS

For Annual CE Providers, the designation is valid for one year from the first day the application is approved. Renewal reminders will be emailed directly to the primary contact. DHI is not responsible for organizations not receiving the renewal emails. **Please make sure your administrator's email is current.**

The primary contact will be required to submit a completed application within 30 days prior to the expiration date.

FREQUENTLY ASKED QUESTIONS

How long will take for the application to be processed?

Typically, application review takes about 2—3 weeks; however, if additional information is needed or the application is incomplete, it will take longer for the review to be completed.

May a provider apply for continuing education points after the program date?

Yes. However, Providers may not distribute certificates showing CE points recognition to their attendees until after they have received notification from DHI that their program has been approved.

Who is responsible for helping attendees who have questions about attendance or who have lost their certificates of attendance?

Providers are responsible for answering participants' questions about attendance, the number of CEPs earned and/or lost certificates of attendance. If the attendee contacts the DHI office, they will be referred to the organization that provided the education.

DHI does not keep track of the number of CEP points earned by the attendee; that is the responsibility of the attendee. Furthermore DHI is not responsible for verifying attendance that is the responsibility of the Provider.

APPENDIX A: LIST OF DHI CERTIFICATIONS

CERTIFICATION:	COMPETENCY:
Architectural Hardware Consultants (AHCs)	Individuals trained to recognize a builder’s hardware requirements for door openings in all types of public, commercial, industrial and institutional buildings. AHCs coordinate thousands of builders' hardware items and options to ensure door openings are in compliance with fire, life safety, accessibility and building code requirements.
Certified Door Consultants (CDCs)	Individuals trained in the construction and application of standard and custom hollow metal doors and frames, architectural flush and stile and rail wood doors and aluminum doors and frames. CDCs must master a myriad of fire, life safety, accessibility and building code requirements for all types of buildings.
Electrified Hardware Consultants (EHCs)	Individuals who specialize in the coordination of architectural door openings with the increased security needs of public buildings in today’s society. EHCs are experts at interfacing electrified architectural hardware products into access control monitoring and fire alarm systems, while maintaining compliance with fire, life safety, accessibility and building code requirements.
Door + Hardware Technician (DHT)	Individuals have displayed the competence to provide detailing, estimating, and project management skills on projects with an intermediate level of complexity of occupancy type, and product and code application.
Door + Hardware Consultant (DHC)	Individuals have demonstrated advanced product and code application knowledge and expertise; and skills proficient to detail, estimate and project manage large and complex projects and existing facility renovations. They are qualified to provide technical consultation to architects, contractors and building owners on the most complex building projects, but do not provide specification writing services.
Certified Fire and Egress Door Assembly Inspection (CFDAI)	Individuals focus on understanding the role and responsibilities of the fire and egress door inspectors as well as interacting with the building owner and the Authority Having Jurisdiction (AHJ). They understand the inspection and documentation process and how to follow through with the necessary corrections in order to improve safety in their facilities.

APPENDIX B: SAMPLE CERTIFICATE

[Insert Provider Logo]

Certificate of Attendance

to

[Name of Attendee]

for

Course/Event Title

XX CEP hours have been recognized by DHI

Provider CEP ID: #####

Signature

Date

APPENDIX C: DHI CONTINUING EDUCATION PROVIDER APPLICATION

DHI Continuing Education Provider Application



PROVIDER TERMS OF AGREEMENT

This agreement is between DHI and _____ (“CE Provider organization’s name”) regarding the Provider’s participation in the DHI Continuing Education Provider Program. This agreement goes into effect when signed by the provider and approved by DHI. In submitting this CE Provider Program application, our organization fully understands that it is an application only and does not guarantee CE Provider status.

The Provider agrees to the following:

- The DHI CE Provider Program has been established for organizations that provide recertification continuing education points.
- Complete the DHI Continuing Education Provider Program Application and submit to DHI with the applicable fee.
- The educational activity must be intended as professional education for DHI certificants.
 - a. Providers are advised to take care that the programs for which recognition is being sought are relevant to the continued learning needs of DHI certificants. Refunds will not be given if the programs submitted by the organization do not meet the learning needs of certificants.
 - b. The subject matter and learning objectives of the educational offerings **must** relate to the competencies, as defined for each of DHI’s certifications.
- Education Providers are required to distribute certificates of completion that show the number of DHI CEPs recognized, name of the attendee, name of the event/education, date of the program, and program coordinator and/or signature.
- The Provider must provide a participant evaluation process and solicit feedback to ensure continuous improvement in program content and quality.

The Provider understands:

- DHI reserves the right to revoke a CE Provider’s approval status if the provider is in violation of one or more of the terms of agreement.
- If a provider’s status is revoked, it is not eligible to submit a CE Provider application for 12 months following notice of revocation of approval status. A provider may appeal the revocation of an education program or the ability to claim provider status to DHI.
- If a provider’s status is revoked, it must immediately remove the DHI CE Provider logo from all education offerings and cease using it on any marketing materials, certificates of attendance, or letters of participation. If the provider is an annual provider, its listing will be removed from the Directory of CE Providers.
- It is expected that all providers conduct their business and operations in a legal, ethical, and professional manner. DHI reserves the right to revoke a provider’s status should it determine that a provider has violated any of these principles, without refund of annual fee.

I understand and agree to follow the terms of use of the DHI Continuing Education Provider Program.

First and Last Name (please PRINT): _____

Title: _____

Organization: _____

Signature: _____

Date: _____

Please complete all the information requested below. Incomplete information will delay the processing of your application. If additional space is needed, please submit the documentation on a separate sheet. E-mail completed application to certification@dhi.org.

CONTACT INFORMATION

Application Type: Annual Provider One-Time Activity Rush Fee (for sessions being offered less than 8 wks from date)
 Renewing as an Annual CEP Provider

Primary Name:

Organization Name:

Address:

Phone:

E-mail:

Website:

Approximately how many different door security and safety professional related continuing education offerings do you anticipate conducting during the upcoming calendar year?

Number of programs _____

PROGRAM INFORMATION

Program Title:

Session Topic and Content:

Date of Session(s):

Brief course description (50 words or more):

Learning Objectives:

State at least three clearly relevant learning objectives or industry-related purposes for the program (i.e., At the end of the program, the learner will be able to...".

1.

2.

3.

Course Delivery Method:

Seminar or conference

Webinar (live or archived)

Chapter meeting (educational portion only)

Web-based and other self-study courses

Higher-level academic courses

Session duration: _____

Minimum length is 30 minutes. Time for meals, breaks, social and networking gatherings, planning sessions, business meetings, and similar activities are not included.

Number of points expected to be awarded: _____

(DHI reserves the right to revise this number.)

PAYMENT INFORMATION

Credit Card Number: _____

Expiration Date: _____

CVV: _____

Postal Code: _____

Payments by Check need to be submitted to the DHI Office

DHI

2001 K Street NW, 3rd Floor North

Washington, DC 20006

CHECKLIST

Below please find a checklist to make sure you have completed and are submitting all that is requested to apply to the DHI Continuing Education Provider Application

Your completed application and all required documents must be included for review. This should include:

- Signed Provider Terms of Agreement
- Completed DHI Continuing Education Provider Application
- Attached program educational materials (e.g., agenda, PowerPoint presentations, bios of speakers, copy of certificate of attendance, etc.)
- Payment

If you have any questions, please contact the DHI Certification Team at 202-367-1134 or certification@dhi.org



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