



# Maintain Your CEDIA Professional Certification ...The Easy Way.

**The demand for Custom Electronic Design & Installation Association (CEDIA) Certification has never been greater! You have your CEDIA Certification, now what?** Your certification has been awarded to you for a period of three years. Within those three years you are required to maintain 30 clock hours of continuing education to keep your certification active.

## What is a CEU?

A CEU is a continuing education unit—a value based on class content and length. More importantly, it counts toward maintaining your CEDIA Certification.

## How do I maintain my CEDIA Professional Certification?

You can maintain your certification by attending classes and seminars that are industry related and offer CEUs. A Certified Professional must obtain 30 CEUs within three years of achieving their certification.

## What kind of classes can I take to get CEUs?

CEDIA University core classes offer the most CEU value per hour of instruction—one unit per hour! You can also take seminars, workshops, and manufacturer product training classes at any CEDIA event; as long as you pre-register for the classes your CEUs will automatically be assigned to your training history.

## Can classes I take at non-CEDIA events be considered for CEUs?

Yes, for each class you take you will need to fill out the Certified Professional CEU Petition form on the other side of this flier. You must include the class content outline and your certificate of completion. You can either mail or fax it to the Certification department at CEDIA, your request will be evaluated by the Certification CEU Action Team. Please see contact information on the back of this flier.

## What is the CEU award structure?

- CEDIA University core curriculum classes = 1.0 CEU per hour of instruction
- Seminars or workshops = 0.50 CEU per hour of instruction
- Manufacturer product training = 0.25 CEU per hour of instruction
- Authorized classes at educational institutes = 10 CEUs for **undergraduate** courses that are three to four semester hours, and 20 CEUs for **graduate** courses that are three to four semester hours
- CEDIA Instructors are awarded CEUs based on a two-time factor for unique classes taught per venue
- CEDIA Committee members earn 3.0 CEUs per volunteer position each year

## How do I check my Certification status?

You can log onto CEDIA University at [www.cedia.org/education/cert\\_ceu.php](http://www.cedia.org/education/cert_ceu.php). If you have attended classes that do not appear in your transcript, simply complete the CEU Petition form and mail it or fax it to the Certification department at CEDIA.

## Will my current CEDIA Certification remain valid if I obtain an additional CEDIA Certification?

Yes, if you obtain an additional CEDIA Certification this will keep your original certification valid. Once you obtain the additional certification it will re-start the CEU clock for another three years and you will need to maintain 30 CEUs. Once this is achieved, it will keep your current certification and subsequent certifications active.



For complete information on the CEDIA Certification CEU Program, to download forms, access the database of approved CEU Providers, or log onto your profile, please visit [www.cedia.org/education/cert\\_ceu.php](http://www.cedia.org/education/cert_ceu.php).

# CEDIA Certified Professional CEU Petition Form



**Course content outlines and a copy of your certificate of completion are required with this form.**

## Personal Information

Date \_\_\_\_\_  
CEDIA Rep. ID #: \_\_\_\_\_  
Name \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Province \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

Please indicate the date and location of your current CEDIA certifications:

<input type="checkbox"/> Installer Level I	Date: _____	Location: _____
<input type="checkbox"/> Installer Level II	Date: _____	Location: _____
<input type="checkbox"/> Designer	Date: _____	Location: _____
<input type="checkbox"/> Home Theater Design Specialist	Date: _____	Location: _____

## Course Information

Course Title \_\_\_\_\_  
Date(s) of Course Attended \_\_\_\_\_  
Was this taught at a CEDIA event?  Yes  No  
Course Description \_\_\_\_\_

Course Length \_\_\_\_\_

Please indicate the CEDIA Certification you feel your training supports:

Installer Level I  Installer Level II  Designer  Home Theater Design Specialist

Instructor's name \_\_\_\_\_

Organization that provided education \_\_\_\_\_

Is this an online class?  Yes  No

Were there technical demonstrations?  Yes  No

Were there hands-on exercises?  Yes  No

Was there an exam upon completion?  Yes  No If yes, what was your score? \_\_\_\_\_

Did you receive a certificate of completion?  Yes  No If yes, a copy of your certificate must be submitted.

**Contact information must be completed for courses taught at locations other than CEDIA events.**

Mailing Address \_\_\_\_\_  
City/State/Province \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_

CEU petitioner's signature \_\_\_\_\_

*By signing and submitting this petition for CEDIA CEUs, you agree that all information contained in this form is current and accurate. Please send the completed form to CEDIA Certification, 7150 Winton Dr., Suite 300, Indianapolis, IN 46268; Fax: 317-280-8527.*

*For CEDIA internal use only*

CEU value: \_\_\_\_\_ Class Code: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_