

Continuing Education Program Renewal Form



14150 Newbrook Dr. Suite 200
Chantilly, VA 20151-2232
T: 703.222.2010 F: 703.222.2410
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 registration at three-year intervals.

1. Eligibility Requirements.

A. Consultants certified before January 1, 2005 may use their credentials without entering the Licensing Program. To enter the Licensing Program, you must comply with one the following requirements:

Option 1. (i) Apply for and pass the CEP examination, and (ii) Sign License Agreement, and (iii) Pay appropriate fee.	OR	Option 2. (i) Earn 35 points each year for 3 years thereafter, and (ii) Sign License Agreement, and (iii) Pay appropriate fee.	OR	Option 3. (i) Pass an additional certification exam, and (ii) Sign License Agreement, and (iii) Pay appropriate fee.
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B. Consultants certified after January 1, 2005 are required to enter the Licensing Program and earn continuing education points to maintain their Credentials and use the Seal.

2. Licensing Program participants are obligated to earn 100 points over a three-year period. At least 80 points shall come from technical activities (e.g., technical programs and courses). Points may not be carried over into future licensing periods.
3. Licensing Program participants are required to maintain an accurate record of their accumulated points, as well as be aware of, and comply with, all Licensing Program procedures and timelines. Licensing Program participants are required to report accumulated points, as well as execute a new License Agreement and pay appropriate renewal fee at renewal time.
4. The Board of Governors shall determine the appropriate fees associated with the Licensing Program, which may change from time to time.
5. Failure to Earn CE Points and Reinstatement.
 - A. Licensing Program participants who were certified before January 1, 2005 and who fail to earn sufficient points to maintain their license to use the Seal in accordance with the License Agreement shall be prohibited from using the Seal until such time as they pass the CEP examination, execute the licensing agreement and pay the appropriate fee. Failure to participate in the Licensing Program shall not affect their ability to use their AHC or CDC Credentials.

- B. Licensing Program participants who were certified after January 1, 2005 and who fail to earn sufficient points to maintain their license to use the Seal in accordance with the License Agreement shall be prohibited from using their Credential(s) and Seal until such time as they pass the re-Certification examination, execute the licensing agreement and pay the appropriate fee. Re-Certification exam must be passed within 2 years and in the event it is not passed within 2 years, participants are required to retake full Certification exam(s).
6. Revocation of License.
- All program participants that have signed the License Agreement agree and acknowledged that DHI has the power to revoke the License Agreement and the license granted by it for Just Cause. Program participants agree to abide by all decisions of DHI regarding the granting and revocation of the applicable license. Just Cause means the reasonable belief by DHI that the participant has:
- A. Failed to earn the points required in the Certification Procedures in the required period of time or fail the recertification exam;
 - B. Breached any terms of the Agreement;
 - C. Been judicially determined to have violated the law, including, but not limited to, a judicial determination that the licensee has intentionally provided a non-specified product without the consent of the owner or design professional or knowingly and repeatedly failed to comply with any applicable building codes; or other reasonable cause.
7. Explanation and Due Process.
- A. In the case of revocation for Just Cause, DHI shall deliver or mail to the program participants a written statement of the reasons for revocation within 10 business days after the determination of revocation. Program participants shall, upon request, have an opportunity for a hearing before the DHI Board of Certification, including the right to refute all charges, to examine evidence and cross-examine witnesses. Decisions of the Board of Certification may be appealed in writing only to the Board of Governors. All decisions of the Board of Governors are final.
 - B. Upon a final determination of revocation, program participants shall cease all use of the certificate, Seal and marks. The program participants shall return the Seal and certificate to DHI on the effective date of revocation, unless previously returned.
8. Termination by Program Participant. Program participants may terminate the agreement at any time by providing written notice to DHI. Upon termination by a program participant:
- A. Consultants certified before January 1, 2005 shall immediately return the Seal(s) and Certificate of participation to DHI.
 - B. Consultants certified after January 1, 2005 shall immediately cease all use of the Certificate, Credentials, and Marks and shall return the Seal(s) and certificate to DHI. Consultants forfeit their Credentials immediately upon termination of Agreement.
9. Dispute Resolution Procedures. When DHI receives complaints about members, the following steps should be taken in an attempt to assist the complaining party:
- Obtain the name and address of the individual and/or company complaining, as well as the name and address of the individual and/or company about which the complaint is made.
- Collect all relevant facts concerning the act or practice about which the complaint has been made.
- If the complaint involves an act or practice that only affects the complainant, DHI has two options. First, it may provide the individual and/or company about whom the complaint is made a copy of the complaint along with any other relevant information. However, DHI should not involve itself in the dispute, but should simply pass along the information and request that the individual or firm handle the complaint. Second, DHI may provide the complainant with the identity of the appropriate law enforcement officials that should be contacted (for example, local police department, city or county officials, state attorney generals office, Federal Trade Commission, or the Department of Justice and/or the Better Business Bureau).
- If the complaint involves an act or practice that affects numerous firms, then DHI has three options. First, it may provide the individual and/or company about whom the complaint is made a copy of the complaint along with any other relevant information. Again, DHI should not involve itself in the dispute, but should simply pass along the information and request that the individual or firm handle the complaint. Second, DHI may provide the complainant with the identity of the appropriate law enforcement officials that should be contacted by the complainant. Third, when the complaint involves numerous firms, DHI should consider whether it is appropriate for DHI itself to bring the complaint to the attention of the appropriate law enforcement officials.

RIGHTS AND PRIVILEGES

- A. Consultants shall receive a certificate inscribed with their name and affiliate category bearing the official Certification emblem. Consultants may employ the title Architectural Hardware Consultant, Certified Door Consultant, Electrified Hardware Consultant and/or Architectural Openings Consultant and the initials AHC, CDC, EHC and/or AOC as appropriate, after their name. They may display the Certification label emblem and wear, display or otherwise employ the Certification emblem in other forms.
- B. Licensed Consultants will receive a certificate showing the expiration date of their license. They may also purchase a Seal or stamp to be used on their official correspondence and documents. Each Seal or stamp shall bear the Consultant's name and Credentials and the expiration date of their license. Licensed Consultants will be differentiated from non-participating Consultants in the Association's Membership Directory and other publications.

ADA COMPLIANCE

DHI complies with all relevant portions of the American with Disabilities Act (ADA) in connection with its Certification and Continuing Education Program. DHI will make accommodations as required by ADA, including offering its examination in a manner accessible to persons with disabilities. DHI will also make available, where appropriate and reasonable, auxiliary aids for persons with disabilities, in accordance with DHI's obligations under the ADA.

I. TECHNICAL CONTINUING EDUCATION PROGRAMS AND COURSES (minimum of 80 points)

POINTS ALLOWED

- | | |
|--|-------------|
| 1. Attendance at any DHI Technical Education Program | As Assigned |
| 2. Seminar sponsored by related organizations
(AIA, ALOA, ASA, ASIS, CSI, NFPA, SIA, Model Code Groups) | As Assigned |
| 3. Chapter educational program | As Assigned |
| 4. Attendance at educational programs conducted during DHI annual convention | As Assigned |
| 5. Manufacturer-sponsored technical training programs | As Assigned |

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: _____

Title of program or course: _____

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

Location and dates: _____

(Attach additional pages as necessary. Attach description, program outline, course description, schedule, etc., if other than DHI sponsored. For non-DHI online programs, attach certificate of completion from the manufacturer/sponsor.)

SPEECHES, INSTRUCTION AND OTHER PROGRAM PARTICIPATION

POINTS ALLOWED

- 1. Participation as an instructor at any DHI national education program 4 points per hour
- 2. Instructor at a chapter-sponsored educational program, or at any courses related to the industry sponsored by a fully accredited college or university technical school guest instructor 4 points per hour
- 3. Presentation of a manufacturer product-oriented seminar 2 points per hour
- 4. Grading consultant exams 8 points per exam
- 5. Completion of "Tech Tip" from Doors and Hardware magazine 3 points per "Tech Tip"
- 6. Technical article published 10 points for each article
- 7. TechTalk or Handbook authoring 30 points each

POINTS ACHIEVED

Name of program: _____

Sponsor: _____

Length of presentation: _____

Type of involvement (speaker, instructor, panel participant, etc.)

Name of program: _____

Sponsor: _____

Length of presentation: _____

Type of involvement (speaker, instructor, panel participant, etc.)

Name of program: _____

Sponsor: _____

Length of presentation: _____

Type of involvement (speaker, instructor, panel participant, etc.)

Name of program: _____

Sponsor: _____

Length of presentation: _____

Type of involvement (speaker, instructor, panel participant, etc.)

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Carry subtotal over to page 7
to calculate final points total

TOTAL POINTS FOR SECTION I

A minimum of 80 points is required for Section I

(Attach additional pages as necessary. Attach a copy of outline of speech and copy of program if other than DHI sponsorship.)

II. NON-TECHNICAL ACTIVITIES (a maximum of 20 points)

MEMBERSHIPS

POINTS ALLOWED

In any of the following related organizations:
AIA, ALOA, ASA, ASIS, CSI, DHI, NFPA, SIA, and Model Code Groups

2 points per year per group

Indicate organizations and years of attending

ATTENDANCE AT DHI MEETINGS

1. Attendance at DHI Conference & Exposition
Identify year(s) attended:

2 points per year attended

2. Attendance at DHI Chapter business meetings
Identify Chapter name and dates of meetings

2 points per meeting

SERVICE AS AN OFFICER, GOVERNOR, CHAIRMAN, LIAISON OR COMMITTEE MEMBER

- 1. Each year as a national officer or governor
- 2. Each year as member of a national committee or task force
- 3. Each year as a chapter officer or committee chairperson

4 points per year
2 points per year
2 points per year

Position Held: _____

Chapter/Committee/Task Force: _____

Date(s) of service: _____

Position Held: _____

Chapter/Committee/Task Force: _____

Date(s) of service: _____

Position Held: _____

Chapter/Committee/Task Force: _____

Date(s) of service: _____

OTHER

- 1. Proctoring certification exams
- 2. Attendance at DHI Education Foundation's Forum for the Future

2 points per day
2 points per year

1. Non-technical article published

4 points each article

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

Title of published work: _____

Name of committee overseeing rewrite: _____

Publication in which it appeared: _____

Publisher: _____

Date of publication: _____

(Attach copy if not published in Doors and Hardware)

**OUTSTANDING ACHIEVEMENT AND CONTRIBUTIONS TO
THE INDUSTRY (National or Local)**

5 points for each award

Name of award: _____

Organization presenting award: _____

Date of award: _____

Name of award: _____

Organization presenting award: _____

Date of award: _____

Name of award: _____

Organization presenting award: _____

Date of award: _____

(Attach description of each award if other than DHI sponsored)

TOTAL POINTS II (maximum 20)

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TOTAL POINTS I (from page 5)

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TOTAL POINTS (minimum of 100 required)

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RETURN COMPLETED RENEWAL FORM TO:

Education and Certification Department, DHI

14150 Newbrook Dr., Suite 200, Chantilly, VA 20151-2223

T: 703.222.2010; F: 703.222.2410; Email: education@dhi.org; Website: www.dhi.org

