

## **INSTRUCTIONS FOR COMPLETING THE CONTINUING EDUCATION FORM**

Both Journeyman CETs and Associate CETs can use the continuing education form. Journeyman CETs may become Registered CETs by (1) passing an ISCET Journeyman Test within the past 24 months, or (2) completing 20 clock hours of electronics continuing education within the past 24 months. Associate CETs may be extended by completing 20 clock hours of electronics continuing education within 24 months prior to the expiration date of the Associate CET. A 60-day grace period is allowed for Associate CET extensions, otherwise the Associate exam must be taken again.

To Register your Journeyman CET or to extend your Associate CET, please complete this form and remit the following required fees:

- |   |                       |
|---|-----------------------|
| • Continuing Education Registration Fee | \$25 (non-refundable) |
| • 2-year ISCET membership Fee           | <u>\$125</u>          |
| <b>Total Due</b>                        | <b>\$150</b>          |

**\*\*Life members of ISCET remit only the \$25 continuing education registration fee.**

\*\*If your continuing education form is rejected, there are no refunds; however, additional information to meet the qualifications may be submitted within 60 days.

\*\*Membership and Registered CET or Extended Associate expiration dates must coincide, and either date may be adjusted if necessary.

### **Please carefully read the following qualifications and instructions necessary to correctly complete the continuing education form:**

- (1) Please use the Continuing Education Clock Hour Chart on the back of this page for determining eligible clock hour credit.
- (2) If you passed a CET test within the past two years, please fill in the test information.
- (3) For each item that you are submitting on the continuing education form, enter **ALL** of the requested information. FAILURE TO FILL IN ALL REQUESTED INFORMATION WILL RESULT IN THE REJECTION OF THE CONTINUING EDUCATION FORM.
- (4) List only the activities that you have completed within the past 24 months.
- (5) Clock hours are eligible only for the time you actually spent in the classroom receiving instruction. Subtract all breaks, meals, introductions, registration, and all other non-instruction time. The same rule applies for educational meetings/programs.
- (6) On-the-job experience, or instruction and teaching experience do not qualify as eligible clock hours for the continuing education program.
- (7) You are **not** eligible to receive continuing education credit for any of the following:
  - (a) Business meetings
  - (b) Non-technical courses
  - (c) Business management courses
  - (d) Teaching courses
- (8) To obtain continuing education credit for a course you must obtain an average of "C" or above.
- (9) Individual self-study counts for no more than 10 of the required clock hours. Books, articles, audio and video lectures must cover technical subjects.
- (10) Please total all of your hours.

Send the Continuing Education Form and the required fees to ISCET. Please keep a copy of the form and maintain the supporting documentation. Do not send supporting documentation with your form. Keep all supporting documentation on hand and available. If you are notified that your application is being audited, you must submit the documentation to support your application. Review of this form generally takes 60 days.

## CONTINUING EDUCATION CLOCK HOUR CHART

Type of Clock Hour  
Credit - Activity

How to Calculate the Eligible Clock Hour Credit

<b>Technical College Courses</b>	1 semester credit hour is equal to 15 clock hours	1 quarter credit hour is equal to 10 clock hours	1 trimester credit hour is equal to 15 clock hours
<b>Audit of Technical Academic Classes</b>	1 semester credit hour is equal to 6 clock hours	1 quarter credit hour is equal to 4 clock hours	1 trimester credit hour is equal to 6 clock hours
<b>ISCET Learning Programs</b>	CEU as shown for each course		
<b>Technical Classes Without Academic Credit; or if Educational meeting or program</b>	60 minutes of actual class, technical meeting, or technical program time equals 1 clock hour		
<b>Passing an ISCET Endorsement Exam</b>	Passing one Journeyman Endorsement exams equals 1 clock hour		
<b>Individual Self Study</b> <b>**up to 10 of the required 20 clock hours</b> <b>**all summaries must also include the title, author, publisher, and publication dates</b>	250 word summary of 1 technical book equals 1 clock hour	250 word summary of 1 technical article equals 0.25 clock hour	250 word summary on a ½ hour of a technical audio or video lecture counts as 0.5 clock hour
<b>ISCET Journeyman Option Exam</b>	Passing one Journeyman Exam equals 2 clock hours		

# CONTINUING EDUCATION FORM

Application for: Registered CET [  ]; Associate CET Extension [  ]

CET# \_\_\_\_\_ Associate # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_

Fee Paid: \_\_\_\_\_ ISCET Membership Exp. Date (if you are already an ISCET member) \_\_\_\_\_

I passed the \_\_\_\_\_ Journeyman Exam. Certification Date \_\_\_\_\_

ITEM	TITLE & SUBJECT MATTER	SPONSOR'S CITY & STATE	ACTIVITY TYPE	DATES	GRADE	CLOCK HOURS
1.						
2.						
3.						
4.						
5.						
6.						
7.						

If more than one continuing education form is needed, please make copies of this form and sign each one.

TOTAL NUMBER OF HOURS ON PAGE 1: \_\_\_\_\_

TOTAL NUMBER OF HOURS ON PAGE 2: \_\_\_\_\_

TOTAL NUMBER OF HOURS SUBMITTED: \_\_\_\_\_

I state that these are actual Continuing Education Hours for this 2-year period. I affirm that I have participated in and have successfully completed all activities listed. If audited, I will supply supporting documentation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Twenty (20) clock hours are required for each continuing education cycle.

For ISCET office use only: Validation \_\_\_\_\_ Date \_\_\_\_\_

Audited: [  ] yes [  ] no Date of Audit: \_\_\_\_\_ Initials of Auditor \_\_\_\_\_

**Mail to: ISCET – 3608 Pershing Avenue, Fort Worth, TX 76107  
Ph: 817-921-9101; Fax: 817-921-3741**

(Revised 12/15/06)