CEDIA CERTIFIED
Cabling & Infrastructure Technician

CANDIDATE HANDBOOK

Gateway to Your Technology Integration Career

Approved 08/11/2020

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INTRODUCTION

For over 20 years CEDIA has been certifying home technology professionals at all stages of their career. The CIT certification was developed in 2020 following an extensive Job Task Analysis and industry survey and replaced earlier versions of entry-level certifications. The CIT is a global certification and has been designed to the highest standards for test development with countless hours of industry volunteer input.

The CIT certification is the ideal starting place for persons wanting to pursue a career in installing and integrating technology systems in various settings. This certification is also for professionals in a wide range of related building and construction trades seeking to expand their skillset into low-voltage cabling for and basic equipment installation.

Governing Authority

The Certification Commission is the governing body responsible for the development and oversight of CEDIA certification programs. The Certification Commission develops, maintains, and provides oversight for the certification programs in adherence with best practices and recognized accreditation standards for certification programs. Decisions made by the Commission are independent of the CEDIA Board and any other organization or interest.

Certification vs Certificate Programs

These terms are widely used in professional development settings and often confused. CEDIA administers both Certification and Certificate programs.

- Certification is a voluntary process by which a professional is recognized by a third-party organization for a limited amount of time after having successfully met the eligibility and exam requirements of a specific credential. At the end of an individual's certification period the defined steps for renewal must be followed otherwise the certification expires. The renewal and code of conduct requirements ensure that active holders of the certification are current and knowledgeable in their respective field. CEDIA's certification programs include CIT, IST, ESC-N and ESC-D.

- Certificate Programs are training programs on a particular topic that award attendees a certificate of completion at the end of the program. These may also include an assessment at the end of a program to ensure a minimum level of retention from the topics covered. These do not have any ongoing requirements. Examples of certificate programs include a CEDIA boot camp, a CEDIA online course or a manufacturer's product training course. The renewal requirement for several of CEDIA's certifications include completing relevant training programs and providing the awarded certificate of completion as proof of attendance.

Why Certification?

1. <u>Elevate Your Career</u> - Whether you are getting started, switching careers, or building on an established home technology career, certifications are a way to show employers, peers, industry partners and clients your competence and engagement in the industry.

2. <u>Be Recognized for Your Expertise</u> – Certifications follow CEDIA's Job Task Analysis of key roles in the industry and give professionals an opportunity to earn multiple certifications that highlight specific areas of knowledge.

3. <u>Expand Your Knowledge and Stay Current</u> – Certifications offer individuals a roadmap for pathways of professional development and require professionals to maintain competency.

4. <u>Develop Your Staff</u> – Business owners can use certifications to motivate their team, inspire confidence in their growing skills and take pride in their career.

5. <u>Elevate Your Brand</u> – With profit margins moving from products to services highlighting the skills and ongoing training of your staff is a key selling point. CEDIA Certifications offer a recognized, verifiable standard to help make your company story even more compelling.

About CEDIA

Founded in 1989, the Custom Electronic Design & Installation Association (CEDIA) is the leading global authority in the home technology industry representing 3,700 member companies worldwide and serving more than 30,000 industry professionals that manufacture, design, and integrate goods and services for the connected home. CEDIA is the industry's authoritative source for research, standards, education, certification, and advocacy.

About Kryterion Global Testing Solutions

Kryterion Global Testing Solutions is a full-service provider of test development and delivery services. CEDIA utilizes Kryerion's Webassessor platform for exam scheduling, delivery and remote online proctoring. Kryterion psychometricians assist CEDIA in all aspects of test development and maintenance.

The Kryterion Testing Network utilizes 1,000+ Testing Centers in 120 countries to securely proctor exams worldwide. To browse these test center locations visit: https://www.kryteriononline.com/locate-test-center

Contact Information

All general inquiries should be directed to CEDIA Certification. Specific questions regarding Webassessor, test scheduling or Remote Online Proctoring can addressed on the Kryterion Test Support Page or by using the live chat feature.

CEDIA Global Headquarters
Certification Department
8475 Nightfall Lane
Fishers, IN 46037
800-669-5329   or   317-328-4336
certification@cedia.org

CEDIA EMEA Office
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St Neots, Cambridgeshire PE19 8EP
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+441480 213744
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CABLING & INFRASTRUCTURE TECHINICIAN (CIT) OVERVIEW

Typical Experience	1 year or less
Eligibility	None, but candidates must agree to the terms and conditions listed in the CEDIA Certification Code of Conduct. CEDIA Membership is not required.
Cost	$150 - CEDIA Member, $200 - Non-Member
Exam Length	2 hours, 120 items
Certification Length	3 years
Language	English
Renewal	• Submit the $40 renewal application • Renew CEDIA Certification Code of Conduct Agreement, attend approved 3-hour CIT Technology & Standards Update Course, and pass post-course knowledge assessment

Description

This certification represents a technician whose primary task is to perform basic infrastructure wiring for low-voltage technology systems in a residential or commercial setting. Certified technicians are able to use proper tools and techniques, follow instructions per project documentation, and operate in a safe and professional manner on the jobsite. They understand the basic function of wiring and termination components being installed and are aware of common equipment and systems applications which they may assist with mounting and installing during later phases of a project. While these individuals typically work under supervision, this certification indicates to employers that they are jobsite ready, can work billable hours performing cabling and installation support, and have foundational knowledge to support additional training on equipment and technology systems.

The CIT Certification is also a prerequisite to the intermediate-level Integrated Systems Technician (IST) certification. Experienced technicians seeking certification will take this exam first as it covers essential foundational material that technicians should possess, even as their skills and daily tasks expand to work more directly on installing and configuring equipment and technology systems. These individuals may submit a single application for both exams and receive a discounted price.

Exam Blueprint Summary

Please view the Full CIT Exam Blueprint for the complete list of knowledge and skills covered.

		# of Items	% of Exam
Domain 1: Project Processes		**25**	**21%**
1.1	Safety		
1.2	Jobsite Professionalism		
1.3	Project Documentation		
Domain 2: Fundamentals of Electricity & Mathematics		**10**	**8%**
2.1	Electrical Basics		
2.2	Industry Related Math		
Domain 3: Tools		**12**	**10%**
3.1	Hand Tools		
3.2	Power Tools		
3.3	Testing Tools		
Domain 4: Construction Methods & Materials		**12**	**10%**
4.1	Codes and Regulations		
4.2	Construction Materials		
4.3	Retrofit Considerations		
Domain 5: Infrastructure		**33**	**28%**
5.1	Cable and Wiring		
5.2	Labeling		
5.3	Fasteners and Fixings		
5.4	Installation Practices (Pre-Wire, First Fix)		
5.5	Terminations (Trim, Second fix)		
Domain 6: Equipment and Hardware		**28**	**23%**
6.1	Mounting & Installation		
6.2	Audio Devices		
6.3	Video Devices		
6.4	Security Devices		
6.5	Basic Control Devices		
6.6	Other Sub-Systems		
	TOTAL ITEMS	120	100%

PREPARING FOR YOUR CERTIFICATION EXAM

Identify Knowledge Gaps or Weaknesses
1. Review the full Exam Blueprint document in Appendix X for a detailed list of knowledge and skills, and how many questions are in each domain.
2. Take the free practice to get an understanding of what types of questions are on the exam and areas you might need to improve. Give link to practice test

Pursue Additional Learning as Needed
There are many ways to build your knowledge including self-study, job experience, and courses delivered online or in-person. The CEDIA Certification Commission does not require specific training to take any exam or endorse any specific exam preparation product. All CEDIA training courses are developed independently from the Certification Commission. Listed below are resources that address content areas outlined in the exam blueprints and examples of pathways some candidates follow to certification.

- Fundamentals of Residential Electronic Systems book
- Infrastructure Cabling for Voice, Data and Video white paper
- Cabling & Infrastructure Technician Online Learning Pathway
- Boot Camps or other short-term programs
- Classes by cable or equipment manufacturers which may include sections on installation practices and cable properties
- Technical schools with a low-voltage or electronic systems technician track
- Internal training classes taught by an employer or "on the job" training from a more experienced technician

APPLICATION PROCESS

1. **Purchase a CEDIA exam voucher on cedia.net.** Vouchers are valid for 6 months and may be purchased by the candidate or someone else. For example, a supervisor may purchase vouchers and distribute to employees.

2. **Redeem CEDIA exam vouchers at cedia.net/examvoucher.** This step must be completed by the candidate who is testing. Certification is earned by an individual and will stay with them regardless of the company they are employed with. If they do not already have a cedia.net login, the redemption form will ask the candidate to create one and log into cedia.net. The candidate should ensure that their individual email address and mailing address is correct as this is where they will receive official correspondence regarding certification. Certificants should inform CEDIA at certification@cedia.org if their email or mailing address changes.

3. **Complete the Application and Code of Conduct Form**. If a candidate is requesting special accommodations this is where they should indicate that. This form is submitted at the same time the voucher is redeemed.

4. **CEDIA reviews the application and informs candidate of approval decision within 3 business days.** Candidates that are approved will receive an email within 2 business days that contains instructions for setting up a Webassesor account and a voucher to complete the scheduling process. The Webassessor scheduling voucher is valid for 3 months from the date of issue.

EXAM SCHEDULING PROCESS FOR KRYTERION TEST CENTERS

1. **Create a Webassessor account and login at** [webassessor.com/cedia](). Candidates should make sure the name entered matches that of their government ID which will be verified by the proctor on test day.

2. **Select the desired time and test center location.** You will first choose your test format: physical Kryterion test center or remote online proctored. Use the voucher provided in the email from CEDIA to complete the registration. You will receive a confirmation email with your Test Taker Authorization Code and additional details about the test center. (i.e. parking or building entrance instructions)

3. **Use Webassessor to reschedule if necessary.** Candidates may log back into Webassessor to reschedule their exam or view results from past exams. Exams rescheduled less than 72 hours in advance of the original test time will incur an additional fee.

EXAM SCHEDULING PROCESS FOR REMOTE ONLINE PROCTORING (OLP)

Please also view the policies and minimum requirements located in the policy section of this manual.

1. **Create a Webassessor account and login at** webessessor.com/cedia. Candidates should make sure the name entered matches that of their government ID which will be verified by the proctor on test day.

2. **Install Sentinel Secure.** The link will be located under the *My Assessments* tab. For detailed instructions and support regarding Sentinel please visit the [Kryterion support page]().

3. **Set your biometric profile**. This link is located under the My Assessments tab. This will open Sentinel and ask to take your picture and obtain a sample of your typing for a keystroke analytics security feature. This information will be verified by the proctor before taking the actual test.

4. **Schedule your exam time.** Under the *Register for an Exam* tab select "CEDIA Remote Online Proctored Exams" and select your exam. Choose your time zone and use the provided calendar to select an exam time. Kryterion's Remote Online Proctoring system is available 24/7 but slots may be filled depending on overall demand. Days that are greyed out have no availability. Candidates are recommended to schedule their exam two weeks in advance to secure their preferred time.

5. **Use Webassessor to reschedule if necessary.** Candidates may log back into Webassessor to reschedule their exam or view results from past exams. Exams rescheduled less than 72 hours in advance of the original test time will incur an additional fee.

6. **Login to Webessassor to take the Exam.** Ten minutes before your scheduled time the "Launch" button will appear which will open Sentinel Secure and complete the identification verification steps. The proctor will check your official identification, verify your microphone and webcam placement, and ensure that the testing environment is acceptable before launching the exam. The proctor will be available for support via chat throughout the and will notify you if there are any issues.

TIPS FOR EXAM DAY

- Candidates should make sure they arrive early and considering visiting the location ahead of time reduce stress on test day.
- Make sure to bring proper identification. List out proper ID Government Photo ID and a secondary form of ID including your printed name
- Make sure to have your Test Taker Authorization Code.
- Get a good night's sleep and eat a well-balanced meal
- Candidates should dress comfortably. While all test sites strive to ensure the exam is given in a room that is neither too hot nor too cold, candidates should be prepared with appropriate layered attire.
- Make sure to read each question carefully. Questions may be flagged for review or skipped and answered at a later time during the test.
- Make sure that all questions are answered before submitting the exam. All questions have equal value and there is no penalty for guessing. Try to eliminate as many wrong answers as possible.
- Candidates taking remote proctored exams should ensure that their testing area is clean and will remain free from distractions throughout the duration of the exam.

RENEWAL PROCESSES

Please reference the Recertification/Renewal policy section of this manual for complete details.

1. **Complete a minimum-3 hour approved "CIT Technology & Standards" update course**. This should be taken during the third year of a certification period. If taken from CEDIA, this course will appear on a certificant's transcript. If taken from another education provider, the certificant will use the CEU Petition Form to upload the required information to their transcript.
2. **Submit the Renewal Application & Fee.** This form will also contain the Certification Code of Conduct agreement form and can be completed within six months leading up to the expiration date.

APPLICATION POLICIES

Certification Vouchers

Vouchers are good for six Months. The person buying the voucher does not have to be the person taking the certification.

Incomplete Applications

An application will be considered incomplete if any of the requested information is missing, illegible, or any required fees are not included. Applications must be complete before they are processed and approved. Incomplete applications will not be returned.

Statement of Understanding

Each applicant, as part of the application form, will sign a statement of understanding addressing the following items:

1. I agree that all information provided in my application is complete and accurate.
2. I agree to comply with all policies and provisions of the certification program including the CEDIA Certification Code of Conduct.
3. I agree to provide any information needed to determine my eligibility for initial and/or continued certification and to cooperate fully with any disciplinary investigations.
4. I agree to make claims regarding certification only with respect to the scope for which certification has been granted.
5. I agree to not to misuse the credential, certification mark, and or certificate, or to use them in a misleading manner.
6. I agree to not to use the certification in a manner that would bring CEDIA and/or the Certification Commission into disrepute, and not to make any statement regarding the certification which the Certification Commission considers misleading or unauthorized;
7. I agree to immediately discontinue all claims to certification, discontinue use of the credential/ certification mark, and return any certificates issued, if certification is suspended, revoked or expired.
8. I agree to not to copy, release, share, or otherwise disclose confidential examination materials or participate in fraudulent test-taking practices.

Refunds

Examination fees are non-refundable but may be transferred to another individual. Exams being taken at a Kryterion test center or via remote online proctoring will incur an additional fee if rescheduled less than 72 hours in advance of the original test time. Candidates that do not show up for a scheduled test time will not be refunded the original fees. They may pay a rescheduling fee if they still desire to take the test at a later time.

Cancellations

Exams may be cancelled up to 72 hours in advance of a scheduled test time. The unused examination fee may be transferred to another individual. Candidates can cancel their exam from within their Webassessor account.

Rescheduling

Exams may be rescheduled up to 72 hours in advance of a schedule test time without incurring an additional fee. Candidates can reschedule from within their Webassessor account.

Eligibility Appeals

A candidate whose eligibility for initial certification or recertification has been denied may request reconsideration within 30 days of the receipt of the adverse decision. The appeal must be submitted in writing to the Director of Certification and should state the reasons the candidate believes they are eligible for certification/recertification and how they comply with the published requirements.

- **Initial Review** - The Director of Certification will review the request within 15 days. If the issue can be resolved at the staff level, the Director of Certification will make a determination and will notify the Commission of the result.
- **Review by the Reconsideration Committee** - If the issue cannot be resolved by CEDIA staff, the request may be referred to a Reconsideration Committee. A Reconsideration Committee will review the request and make a determination within 45 days. The decision made by the Committee will be final. The applicant will be notified of the decision within 14 days of the Committee's decision.

Impartiality

The CEDIA Certification Commission is solely responsible for essential decisions related to the development, administration, and ongoing maintenance of CIT Certification program. Impartiality is central to carrying out the Certification Commission's activities. CEDIA and the Certification Commission establish and implement policies to manage conflicts of interest and ensure the objectivity of certification activities.

Impartiality Regarding Training

The Certification Commission's role in developing and administering the CEDIA certification examinations is to determine if candidates for certification meet the established qualifications and standards. The Certification Commission does not require, provide, approve, accredit, recommend, or endorse any specific training courses, study guides, review programs, or other exam preparation products. The Certification Commission will not accredit, approve, endorse, or recommend any

education or training programs and/or products designed or intended to prepare candidates for certification.

Nondiscrimination

CEDIA, the Certification Commission, and any subcontractors and/or vendors do not discriminate on the basis of sex, sexual orientation, race, marital status, family status, gender identity or expression, creed, age, colour, disability, national origin, political or religious belief, or any other status protected by law. All applicants/candidates for certification will be judged solely on the criteria determined by the Commission.

TESTING POLICIES

Identification

All candidates are required to present two (2) forms of identification. The Primary ID must be a valid government-issued photo ID such as driver's license, identification card or passport. In the United States a Social Security card is it not an acceptable form of Identification. Secondary ID must include the candidate's printed name such as a credit card, bank debit card, employee identification card or school identification.

The name and photo on the identification presented must match the examinee. Candidates will not be admitted to the testing site without proper identification.

Use of Test Aids

No test aids are permitted.

Conduct During Testing

Candidates are required to follow all testing site rules at all times. Failure to do so will constitute misconduct and may result in dismissal from the examination, cancellation of scores, and forfeiture of examination fees.

- Candidates should arrive at least 15 minutes prior to the scheduled start of the exam. Late arrivals may not be accommodated. Fees are not refunded for missed exam appointments.
- No study materials, documents, or notes of any sort are to be taken into the examination area.
- No materials may be removed from the examination area.
- Candidates are observed at all times during testing and should be aware that security procedures are in place and will be enforced.
- Candidates may not bring any electronic devices, notes, or reading material into the examination area. Cell phones, backpacks, purses and other personal items are not permitted. Candidates are encouraged to leave these items at home when possible. Items brought to the test center will be placed in a secure area that is not accessible to the candidate during the examination session.
- No questions concerning the content of the examination may be asked in the examination area before, during, or after the exam. Proctors are not qualified nor are they permitted to answer

any questions about the content of the examination. Proctors may answer questions about processes (e.g. time limit) but cannot interpret or explain any information on the exam.

- All candidates are expected to answer the exam questions independently. No sharing of information, teamwork, or any other collaborative relationship with another candidate during the exam is permitted. Any violation of this policy is misconduct/cheating. Any candidate engaged in this behavior may be subject to score cancellation and not be allowed to sit for future administrations of the exam.

- Candidates should dress comfortably. While all test sites strive to ensure the exam is given in a room that is neither too hot nor too cold, candidates should be prepared with appropriate layered attire.

- No food or beverage is permitted in the examination area.

- Candidates may not communicate with anyone except the proctor during the exam.

- Candidates are not permitted to bring guests, including children, to the testing center.

- Candidates should complete their exams quietly, without disturbing others.

- Discussing test questions, topic areas or scenarios, or possible answers, is not permitted either during or any time after the test administration, with any other person(s) including instructors, other examinees, or potential candidates.

- Candidates may not gain unauthorized admission into the examination testing area.

- Candidates may be dismissed for creating a disturbance, being abusive, or being otherwise uncooperative.

Breaks
There are no scheduled breaks during the examination session. Candidates may take restroom breaks as needed, each break should not last longer than 10 minutes. Candidates will NOT receive additional time to complete the exam for time lost during a break. Exams administered via the Remote Online Proctoring system will not be allowed to leave the room.

Score Reporting
Score reports will be issued directly to candidates on screen following submission of the test in Webassessor and via email. Candidates may also access past score reports in their Webassessor account.

Score reports will include a "pass" or "fail" result. Score reports for failing candidates will also include:

- the candidate's score
- passing point for the exam form
- information on the candidate's performance in each content domain area (number of points scored and total number of possible points in each domain)

Exam Appeals & Complaints
Candidates with complaints about the examination processes or their experience at the testing site, should utilize the provided comment area(s) during the exam. Complaints can also be submitted to certification@cedia.org.

Reconsideration requests regarding examination content are not accepted. However, feedback from candidates regarding the content of the exam or specific exam items may be submitted via the comment screen during the exam administration. This feedback will be reviewed and considered by the relevant committee as part of the ongoing item review and test development process.

Candidates who fail the exam and believe irregular testing conditions, significant technical problems, or violation of Commission policy were a contributing factor may file a request for reconsideration to the Commission. All reconsideration requests must be made in writing and postmarked or emailed no later than 30 days after the exam score report was issued. All requests must describe the suspected error or problem.

- Initial Review - The Director of Certification will review the request within 15 days. If the issue can be resolved at the staff level, the Director of Certification will make a determination and will notify the Commission of the result.
- Review by the Reconsideration Committee - If the issue cannot be resolved by CEDIA staff, the request may be referred to a Reconsideration Committee. A Reconsideration Committee will review the request and make a determination within 45 days. The decision made by the Committee will be final. The applicant will be notified of the decision within 14 days of the Committee's decision.

Retesting
Candidates who fail the exam must wait 14 days from the initial exam date before retaking the exam. A retest fee must be submitted during the rescheduling process. If the candidate fails the second attempt, they must wait at least 90 days before retaking the exam for a third time. If the candidate fails the third attempt, they must wait at least 1 year from the original test date before reattempting the exam. A new application must be submitted at that time and regular testing fees will apply. This policy has been set with guidance from CEDIA's psychometrician and takes into consideration the number of test forms available, the number of exam items and item exposure.

Accommodations
Reasonable accommodations will be provided to candidates with disabilities to give a fair and equal opportunity to demonstrate their knowledge and skill in the essential knowledge being measured by the examination. Reasonable accommodations that are required by law and approved by the certification program will be provided at no cost to candidates. Reasonable accommodations are decided upon based on:
- The individual's specific request.
- The individual's specific disability.
- Documentation submitted.
- The appropriateness of the request.

Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Examples of accommodations include extended time, screen magnification software, reader and private room. Reasonable accommodations are generally provided for candidates who:

- Have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g. walking, talking, hearing, performing manual tasks).

- Have a record of such physical or mental impairment.
- Are regarded as having a physical or mental impairment.

To apply for accommodation(s), the candidate must:

- submit the request for testing accommodation form.
- submit documentation to the certification program provided by an appropriate licensed. professional, on the professional's letterhead, which includes a diagnosis of the disability and specific recommendations for accommodations.
- submit documentation at least 30 days prior to the testing date.

Requests for accommodations will be reviewed by the Director of Certification who will communicate approved accommodations to the exam administrator. As needed, the certification program may retain consultation to evaluate accommodation requests.

Refer to Appendix C for the *Accommodations Application Form*

Remote Online Proctored Exams

Hardware & Equipment Requirements
- Screen resolution of 1024 X 768 or greater
- A minimum of 50MB available space
- Webcam and microphone
- An English QWERTY keyboard
- You may not use dual monitors

Software Requirements
- If using Windows
  - Windows 8.1 or Windows 10
  - The latest version of Internet Explorer (IE), Google Chrome, or Firefox
- If using MAC
  - OS X Operating system
    - 10.13 High Sierra
    - 10.14 Mojave
    - 10.15 Catalina
  - The latest version of Safari, Google Chrome, or Firefox

Internet Connection Requirements
- Minimum 1.0 Mbps download & 1.0 Mbps upload
- *Ping & Jitter* values that total less than 200ms
- To Confirm these values visit: https://www.kryteriononline.com/systemcheck/

Test Environment Requirements
- The room is well lit, quiet and free from distraction.
- The testing surface is clutter-free and contains only one computer, one monitor, one keyboard, and one mouse.

- Be sure that only the permitted Test Aids are in your testing area. Once the Sentinel Secure loads, the allowed test aids will be shown as icons on the right side of the screen. These icons are not interactive tools; they simply identify allowed test aids.
- Lanyards/name badges, hats, watches, bracelets and necklaces are not permitted to be worn during testing. Please remove all items from your neck and wrists.
- Interaction with another individual during your test session is not permitted.
- You may not use dual monitors.
- You cannot take a break for any reason. If you leave the workstation during the exam, we are obligated to inform your test sponsor.
- You may not lean out of the camera view during your test session. The proctor must be able to see you at all times.
- Cell phones are not permitted in the testing area.
- Reading the exam aloud is prohibited.
- You will be recorded during the entire exam experience.

All incidents and testing irregularities will be reviewed according to policy and subject to additional action by the Certification Commission if necessary.

CERTIFICATION PROGRAM POLICIES

Recertification/Renewal
Recertification is mandatory for all certificants. Certificants that do not successfully recertify by their expiration date are no longer certified. Individuals whose certification has expired, been suspended ,or revoked may not represent themselves as certified and may not use the credential until they receive official notice that the recertification requirements have been satisfied or that certification status has been reinstated.

During the last year of their certification period, certificants must complete successfully complete a minimum 3-hour course that has been approved as a "CIT Technology & Standards Update" course. Participants must pass the assessment with at least 80% correct.

The renewal application can be completed within six months leading up to the expiration date.

If an CIT certificant earns the CEDIA IST Certification, their certification cycle will restart and align with the IST so that both certifications are renewed at the same time going forward.
- Recertification applications are considered incomplete if any of the required information is missing and/or illegible, or the appropriate fee is not included. Recertification applications must be complete before they are processed and approved. A notice of recertification will be issued to the certificant once all requirements have been met.
- Recertification applications will not be accepted from individuals whose certification is in a state of suspension or has been revoked.
- The Certification Commission reserves the right to verify any information provided on recertification applications. Requests for verification may be made prior to recertification or at a future time.

- All continuing education units are subject to review and approval. Credit is only granted after the activity has been completed and documented. Credit is not granted for time spent and networking or social functions or for breaks.

Reinstatement

If certification has been expired for 6 months or less, an individual may reinstate his/her certification by meeting all of the recertification requirements, submitting a complete recertification application, and paying any applicable fees. If the application is approved, the individual's expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

If certification has been expired for more than 6 months, an individual must reapply for certification, meet all eligibility requirements in effect at the time of re-application, and pass the examination

Use of Certification Mark

Authorization to use the CIT certification mark is granted only by the permission of the Certification Commission. The CIT credential may be used only by individuals who have earned the designation and for only as long as certification remains valid and in good standing. Individuals may not use the credential until they have received specific written notification that they have successfully completed all requirements, including passing the exam. Certificants must comply with all recertification requirements to maintain use of the credential.

After meeting all eligibility requirements and passing the examination, individuals may use the credential(s) they have been awarded in all correspondence and professional relations. The credential is typically used after the certificant's name following any academic degrees and licensure (e.g. Mary Smith, MBA, CIT or Mary Smith, CIT). Directions regarding proper display of the CEDIA CIT logo can be found in the *CEDIA Certification Logo Guidelines* document.

Use of the certification marks in any way considered by the Certification Commission as misleading, unauthorized, or disreputable is prohibited. The certification marks cannot be used to state or imply that the Certification Commission and/or CEDIA has recommended or endorsed an individual's business or services. CEDIA will monitor the use of the Certification Mark and take corrective against those not in compliance with this policy.

Certification Validation

The status of any certified individual may be verified using the online directory on cedia.net or by contacting CEDIA at certification@cedia.org. Information included in this director will be:
- Certificant first and fast name.
- Name of certification(s) held.
- Original certification date granted.
- Current certification period start and expiration dates.

Feedback

Individuals may submit feedback to CEDIA regarding the certification application process, testing experience, certification program staff, or other elements of the certification program. All feedback

related to impartiality, fairness, and discrimination issues will be reviewed and addresses. Complaints related to ethics and disciplinary issues will be reviewed under the Disciplinary & Complaints policy.

Disciplinary & Complaints Policy

In the event a certificant violates the Code of Conduct and/or Commission certification rules, requirements, and/or policies the Commission may sanction the individual as described in full *Disciplinary & Complaints Policy and Procedure* document which is available publicly on CEDIA's website. The grounds for sanctions under these procedures may include, but are not necessarily limited to:

- Violation of Certification Commission rules, requirements, and/or policies, including the Code of Conduct.
- Conviction of a felony or other crime of moral turpitude under federal or state/provincial law in a matter related to the practice of, qualifications for, or services provided by a CEDIA certificant.
- Gross negligence, willful misconduct, or other unethical conduct in the performance of services for which the individual has achieved CEDIA certification.
- Fraud, falsification, or misrepresentation in an initial application or renewal/recertification application for certification.
- Falsification of any material information requested by the Commission.
- Misrepresentation of certification status, including abuse of logo.
- Cheating on any certification examination.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, provincial, or local government agencies may be made about the conduct of the certificant in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although they will receive notice of the actions taken.

Complaints may be submitted by any individual or entity. Complaints should be reported to the Commission in writing and should include the name of the person submitting the complaint, the name of the person the complaint is regarding along with other relevant identifying information, a detailed description of factual allegations supporting the charges, and any relevant supporting documentation. Information submitted during the complaint and investigation process is considered confidential and will be handled in accordance with the Commission's Confidentiality policy.

Complaints that are submitted will follow a strict process of review, determination sanction with opportunity for appeal. This process is overseen by the Commission and appointed Ethics and Appeal Committees. Please refer to the *Disciplinary & Complaints Policy and Procedure* document for details.

APPENDIX A: CERTIFICATION CODE OF CONDUCT

CEDIA expects certificants to maintain the highest standards of personal conduct and strive for excellence in all aspects of their work. Actions founded in ethical behavior bring credit to the industry and increase public trust and confidence. To promote the highest level of ethics and safety within the profession the CEDIA Certification Commission requires all certificants to adhere to the following requirements.

- Provide to all persons truthful and accurate information with respect to the professional performance of duties.
- Use written contracts clearly stating all charges, services, products, and other essential information. To the extent that the customer does not own the software codes for all programming implemented by the member, contracts should address the parties' rights and responsibilities as to such codes.
- Maintain the appropriate standards of safety.
- Seek to understand and comply with all relevant building codes and regulations.
- When providing services or products, maintain in full force adequate or appropriate insurance.
- Cooperate with professional colleagues, suppliers, and employees to provide the highest quality service.
- Refrain from discrimination in professional activities on the basis of race, religion, gender, national origin, disability, sexual orientation, or gender identity.
- Only make claims regarding my certification and other qualifications earned that are consistent with the scope for which those credentials have been granted.
- Discontinue the use or promotion of the certification and all claims to certification if the certification is suspended or revoked.
- Return the certificate if certification is revoked.
- Inform CEDIA Certification Commission, without delay, of matters that can affect my capability to fulfil the certification requirements.
- Pursue additional professional development activities to maintain and increase and seek to increase my technical knowledge and skills.
- Comply with all policies and procedures established by the CEDIA Certification Commission.

Violations of the CEDIA Certification Code of Conduct may result in the denial, suspension, or revocation of an individual's certification.

APPENDIX B: FULL EXAM BLUEPRINT

DOMAIN 1 PROJECT PROCESSES		Knowledge & Skills
Subdomain 1.1: Safety	1	Knowledge of foundational personal safety and accident prevention concepts and equipment both on and off a job site (e.g., electricity, ladders, burns, slips/trips/falls, hazardous materials, job organization/cleanliness [i.e., good housekeeping])
Subdomain 1.1: Safety	2	Knowledge of foundational property protection concepts and equipment (both on and off a job site)
Subdomain 1.1: Safety	3	Knowledge of safety symbols and protocols (e.g., material data sheets)
Subdomain 1.1: Safety	4	Knowledge of basic first aid treatments and procedures for minor incidents
Subdomain 1.1: Safety	5	Knowledge of the importance of company safety policies, including typical safety meetings
Subdomain 1.1: Safety	6	Knowledge of emergency procedures for major incidents
Subdomain 1.1: Safety	7	Skill in the care and use of personal protective equipment (PPE)
Subdomain 1.1: Safety	8	Knowledge of motor vehicle safety and accident prevention (e.g., properly mounting ladders on a vehicle, proper van loading techniques to protect people and equipment)
Subdomain 1.1: Safety	9	Skill in recognizing potential safety risks and taking proactive appropriate action(s) to mitigate the risks (e.g., personal safety, heavy equipment [personal lifts] safety)
Subdomain 1.2: Jobsite Professionalism	10	Knowledge of workplace/jobsite etiquette and professionalism (e.g., respecting privacy and confidentiality, being considerate to others on-site, professional appearance, verbal communication skills)
Subdomain 1.2: Jobsite Professionalism	11	Knowledge of CEDIA Certification Code of Conduct
Subdomain 1.2: Jobsite Professionalism	12	Knowledge of internal communication reporting structure and best practices (including team member communication best practices)
Subdomain 1.3: Project Documentation	13	Skill in reading construction drawings (e.g., floor plan, reflected ceiling plan, elevation drawings) in order to complete pre-wire
Subdomain 1.3: Project Documentation	14	Knowledge of common industry drawing symbols (e.g., speaker, keypad, camera, outlet)
Subdomain 1.3: Project Documentation	15	Skill to read and follow a cable/wiring schedule
Subdomain 1.3: Project Documentation	16	Skill to understand the work to be performed in a work order and the scope of work of the job
Subdomain 1.3: Project Documentation	17	Knowledge of what a change order is and when it is needed

Subdomain 1.3: Project Documentation	19	Knowledge of the types of information found in installation and instruction manuals and their importance
Subdomain 1.3: Project Documentation	20	Knowledge of roles, responsibilities, and accountabilities of project stakeholders (e.g., clients, project manager, architects, interior designers, builders, other trades)
Subdomain 1.3: Project Documentation	21	Skill to understand third party service provider requirements and restrictions (e.g., Telco, CATV, ISP, SAT, Terrestrial TV)

DOMAIN 2: FUNDAMENTALS OF ELECTRICITY AND MATHEMATICS		Knowledge & Skills
Subdomain 2.1: Electrical Basics	22	Knowledge of the definitions of and difference between alternating current and direct current (including the symbols representing them)
Subdomain 2.1: Electrical Basics	23	Knowledge of the definition of circuits (series and parallel) and how to connect these two types of circuits.
Subdomain 2.1: Electrical Basics	24	Knowledge of the four basic units of measurement used with electricity (watts, amperes, volts, ohms) and how they relate with one another in Ohm's Law
Subdomain 2.1: Electrical Basics	25	Knowledge of electrical safety basics (e.g., identifying symbols, understanding grounding and circuit interrupters, using electricity at job site)
Subdomain 2.2: Industry-Related Math	26	Skill to perform basic arithmetic (e.g., applied to cable laying, equipment height)
Subdomain 2.2: Industry-Related Math	27	Skill to perform mathematical conversions (e.g., fraction/decimal and metric/imperial)
Subdomain 2.2: Industry-Related Math	28	Skill to read, convert and understand scale on industry drawings
Subdomain 2.2: Industry-Related Math	29	Skill in measuring angles (e.g., wiring for surround sound speakers)

DOMAIN 3: TOOLS		Knowledge & Skills
Subdomain 3.1: Hand Tools	30	Knowledge of proper use, storage, and maintenance of the following hand tools: cable cutters, cable strippers insulation displacement connector (IDC) punch down tool, compression tool, 8P8C (RJ45) modular plug crimp tool, pliers (lineman, needle-nose), screwdrivers, allen keys, cutting templates, work surfaces, hex-nut drivers, drywall/jab/pad saw, staple gun, utility knife, scissors, flush cutters, level, fish/draw tape, fish/cable rods and connectors, tape measure, chalk line, industrial marking tools, step ladders, extension ladders, and scaffold

Subdomain 3.1: Hand Tools	31	Skill to identify the following hand tools: cable cutters, cable strippers insulation displacement connector (IDC) punch down tool, compression tool, 8P8C (RJ45) modular plug crimp tool, pliers (lineman, needle-nose), screwdrivers, allen keys, cutting templates, work surfaces, hex-nut drivers, drywall/jab/pad saw, staple gun, utility knife, scissors, flush cutters, level, fish/draw tape, fish/cable rods and connectors, tape measure, chalk line, industrial marking tools, step ladders, extension ladders, and scaffold
Subdomain 3.2: Power Tools	32	Knowledge of proper use, storage, and maintenance of the following power tools: corded and cordless (battery powered) drills, drill bits, impact drills, corded and cordless saws, reciprocating saw, jigsaw, circular saw, grinders, router, powder-actuated tool [nail gun], soldering iron, label maker, laser level, rotary tool, oscillating tool (multi-tool), and vacuum
Subdomain 3.2: Power Tools	33	Skill to identify the following power tools: corded and cordless (battery powered) drills, drill bits, impact drills, corded and cordless saws, reciprocating saw, jigsaw, circular saw, grinders, router, powder-actuated tool [nail gun], soldering iron, label maker, laser level, rotary tool, oscillating tool (multi-tool), and vacuum
Subdomain 3.3: Testing Tools	34	Knowledge of common types of test equipment, including stud finder, tone generator and inductive noise amplifier (probe), telephone test set, multimeter, basic data cable tester, and network cable tester
Subdomain 3.3: Testing Tools	35	Skill to use common types of test equipment, including stud finder, tone generator and inductive noise amplifier (probe), telephone test set, multimeter, basic data cable tester, and network cable tester

DOMAIN 4: CONSTRUCTION METHODS & MATERIALS		Knowledge & Skills
Subdomain 4.1: Codes and Regulations	36	Knowledge of differences between codes/regulations, standards, and recommended practices
Subdomain 4.1: Codes and Regulations	37	Knowledge of applicable minimum requirements for maintaining structural integrity when installing cabling in various construction materials
Subdomain 4.1: Codes and Regulations	38	Knowledge of the activities that can be performed by the technician versus those that require an electrician (e.g., low-voltage and line voltage)
Subdomain 4.2: Construction Materials	39	Skill to identify construction methods and common construction materials (new construction), including wood stud, metal stud, concrete brick construction, plaster, dot and dab, service entries, and eco-friendly construction
Subdomain 4.2: Construction Materials	40	Knowledge of structural concerns that need to be communicated to appropriate stakeholders (e.g., team member, supervisor, project manager)
Subdomain 4.2: Construction Materials	41	Knowledge of common retrofit techniques for various types of construction, including the structural impacts of cutting and drilling
Subdomain 4.2: Construction Materials	42	Knowledge of reasons why supervision is needed for retrofit projects

Subdomain 4.2: Construction Materials	43	Skill to install cable/wire using surface mounted techniques for a retrofit project
Subdomain 4.2: Construction Materials	44	Skill to install cable/wire using cable concealment techniques during a retrofit with approval and supervision

DOMAIN 5: INFRASTRUCTURE		Knowledge & Skills
Subdomain 5.1: Cable and Wiring	45	Skill to identify cable/wire types and properties (including cable construction, multi-conductor cable, twisted-pair cable, coaxial cable, fiber optic cable, bundled cable, direct burial cable), cable applications, manufacturer and industry ratings/certifications, and signal types
Subdomain 5.1: Cable and Wiring	46	Knowledge of cable/wire types, topologies, and applications, including local standards and regulations (e.g., heat and smoke)
Subdomain 5.1: Cable and Wiring	47	Knowledge of commonly used color code standards for telephony, speakers (audio), data, and video (e.g., correct pair combinations for cables; color codes for speaker cables)
Subdomain 5.2: Labeling	48	Knowledge of common cable labeling best practices (e.g., legible, in location that will not be painted over, label both ends)
Subdomain 5.2: Labeling	49	Knowledge of the common types of labels for labeling cables and equipment
Subdomain 5.3: Fasteners and Fixings	50	Skill to identify appropriate fasteners/fixings, anchors, and back boxes used to mount cable and other equipment to structures, including cable fasteners, cable trays and raceways, threaded fasteners, mechanical fasteners, epoxy anchoring system, and outlet/wall plates, hardware, and modular jack/keystone systems
Subdomain 5.3: Fasteners and Fixings	51	Skill to identify appropriate methods and fasteners/fixings for securing or attaching cabling/wiring to various types of materials
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	52	Skill to install proper wire/cable for a specific purpose and specific conditions (e.g., weather, outdoor vs. indoor)
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	53	Knowledge of techniques for safely pulling cables and cable properties (e.g., bend radius, tension, friction, handling)
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	54	Skill to install back boxes for a specific purpose
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	55	Knowledge of methods of protecting cables (e.g., rubber grommets, nailing plates)
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	56	Knowledge of device installation techniques ("Pre-wire/First Fix") and appropriate methods of securing cabling (according to local authority having jurisdiction)
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	57	Knowledge of fire-rated back boxes and other special circumstance devices and provisions
Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	58	Knowledge of third party service provider installation location requirements (e.g., physical locations for telco/CATV/ISP/SAT, demarcation point)

Subdomain 5.4: Installation Practices (Pre-Wire, First Fix)	59	Knowledge of physical space conflicts with other trades (e.g., manifolds, alarm panels, ventilation, pipe-blocking location)
Subdomain 5.5: Terminations (Trim, Second Fix)	60	Knowledge of termination methods and plate-work (e.g., how many cables can be terminated in a specific type of socket, plate type and size, two versus four modules)
Subdomain 5.5: Terminations (Trim, Second Fix)	61	Skill to perform basic continuity testing of installed cabling/wiring
Subdomain 5.5: Terminations (Trim, Second Fix)	62	Skill to identify termination types, pin-out configuration, wire preparation and termination techniques, and connection points on cables and equipment, including modular plugs and jacks/keystones (e.g., 8P8C [RJ45], 6P4C [RJ-11], 6P6C [RJ-25]), RJ-31X, F-connector, BNC, RCA, phone plugs (standard, mini, and sub-mini [TS, TRS, & TRRS]), terminals (forked, ring, or spade tongue), speaker connectors (banana plugs and binding posts), Euroblock (phoenix) connectors, HDMI, XLR, crimp connectors (jelly crimps, beanies, beans, dolphins), IDC insulation displacement connectors (110 blocks, modular/keystone jacks, 66 blocks, krone blocks), fiber optic connectors (SC, ST, LC, and MT-RJ), etc.
Subdomain 5.5: Terminations (Trim, Second Fix)	63	Skill to properly terminate common general purpose and communications cables using compression, IDC insulation displacement connectors, and crimp style connectors
Subdomain 5.5: Terminations (Trim, Second Fix)	64	Knowledge of when to use solder-style terminations

DOMAIN 6: EQUIPMENT & HARDWARE		Knowledge & Skills
Subdomain 6.1: Mounting & Installation	65	Knowledge of common mounting hardware and fasteners (e.g., brackets, lag screws & bolts, toggle bolts, drywall/plaster-board anchors, rings, back-boxes)
Subdomain 6.1: Mounting & Installation	66	Knowledge of proper installation techniques for common types of equipment (e.g., mounting surface is appropriate for the application)
Subdomain 6.1: Mounting & Installation	67	Knowledge of measurement tools and techniques for mounting equipment
Subdomain 6.1: Mounting & Installation	68	Knowledge of flown/suspended/hanging device requirements (e.g., TV/projector lifts and screens), especially related to safety
Subdomain 6.1: Mounting & Installation	69	Knowledge of types of camera mounting brackets, housings, and their uses
Subdomain 6.1: Mounting & Installation	70	Knowledge of mounting techniques for security system devices (e.g., motion sensor, door contact, shock sensor)
Subdomain 6.1: Mounting & Installation	71	Knowledge of types of display mounting brackets and their uses
Subdomain 6.2: Audio Devices	72	Skill in identifying common audio devices and components (e.g., receiver, amplifier, speaker types)
Subdomain 6.2: Audio Devices	73	Skill in basic installation of audio-related devices (e.g., keypads, volume controls, architectural speakers)

Subdomain 6.3: Video Devices	74	Skill to identify common video devices
Subdomain 6.3: Video Devices	75	Knowledge of basic installation techniques for video devices
Subdomain 6.4: Security Devices	76	Skill to identify basic video monitoring devices (e.g., security cameras, video doorbells, baby monitors)
Subdomain 6.4: Security Devices	77	Skill to identify security system devices (e.g., motion sensor, door contact, shock sensor)
Subdomain 6.5: Basic Control Devices	78	Skill to identify common control devices (e.g., relays, sensors)
Subdomain 6.5: Basic Control Devices	79	Skill to identify common user interface devices (e.g., remote, keypad, touch screens, voice controllers, specialist controllers)
Subdomain 6.5: Basic Control Devices	80	Skill to identify common lighting control components (e.g., keypad, switch, dimmer, accessory switch/dimmer, sensor)
Subdomain 6.6: Other Sub-Systems	81	Skill to identify energy monitoring and management devices
Subdomain 6.6: Other Sub-Systems	82	Skill to identify non-arming sensing devices (e.g., pressure, light, acceleration) and how they interface with the system
Subdomain 6.6: Other Sub-Systems	83	Knowledge of motorized devices (e.g., blinds/shades, lifts, mounts)
Subdomain 6.6: Other Sub-Systems	84	Knowledge of safety considerations when working with motorized devices (e.g., blinds/shades, lifts, mounts)
Subdomain 6.6: Other Sub-Systems	85	Skill to identify common network devices (e.g., router, switch, access point)
Subdomain 6.6: Other Sub-Systems	86	Skill to identify common IoT/DIY devices
Subdomain 6.6: Other Sub-Systems	87	Knowledge of potential applications or integrations of commonly installed sub systems (e.g., lighting/shades, HVAC systems, security systems)
Subdomain 6.6: Other Sub-Systems	88	Skill to identify components of commonly installed sub systems

APPENDIX C: ACCOMMODATIONS APPLICATION FORM

Candidates requesting special accommodations must fully complete and submit this form to CEDIA Certification at least 30 days prior to testing. All information submitted will remain confidential.

Applicant Information & Accommodation Request

First Name:_____ Last Name:_____

Address:_____

City:_____ State/Province:_____

Zip/Postal Code:_____ Country:_____

Phone:_____ Email: _____

Certification Exam:_____ Desired Exam Location: _____

1ˢᵗ Preferred Exam Date/Time:_____ 2ⁿᵈ_____ 3ʳᵈ _____

Accommodations Requested:

☐ Extended Time: 1.5 the standard time (i.e. 3 hours for CIT exam instead of 2hours)
☐ Reader
☐ Private Room
☐ Screen Magnification Software
☐ Other(s) Please describe: _____

Rationale: Please provide describe the reason for this request

Additional Documentation Required

Along with this form please submit documentation to the certification program provided by an appropriate licensed professional, on the professional's letterhead, which includes a diagnosis of the disability and specific recommendations for accommodations.

Please submit the form and documentation to certification@cedia.org: or fax to 317-735-4002

This form can also be mailed to:
    CEDIA Certification Department
    8475 Nightfall Lane
    Fishers, IN 46037