



CEDIA CERTIFIED
Integrated Systems Technician

CANDIDATE HANDBOOK

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INTRODUCTION

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

The IST Certification is for individuals who have solidified their core technical skills through time on the job and developed an essential knowledge base either from on-the-job training or focused education programs. This is CEDIA's most widely held credential as it represents the technical foundation necessary to perform the most common tasks of every installation project.

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. Advance Your Career - 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. Be Recognized for Your Expertise – 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. Expand Your Knowledge and Stay Current – Certifications offer individuals a roadmap for pathways of professional development and require professionals to maintain competency.
4. Develop Your Staff – Business owners can use certifications to motivate their team, inspire confidence in their growing skills and take pride in their career.
5. Elevate Your Brand – 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.

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

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Unit 2, Phoenix Park
St Neots, Cambridgeshire PE19 8EP
United Kingdom
+441480 213744
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INTEGRATED SYSTEMS TECHNICIAN (IST) OVERVIEW



Typical Experience	1-4 years for first-time earners
Eligibility	<p>Candidates must agree to the terms and conditions listed in the CEDIA Certification Code of Conduct.</p> <p>Candidates must actively hold the Cabling & Infrastructure Technician (CIT) certification. The CEDIA ESC-T will also satisfy this requirement.</p> <p>Candidates must have verified experience installing integrated systems meeting at least one of the following criteria.</p> <p>One year of direct work experience – Experience is verified by a reference such as a supervisor, business owner, HR Manager, or product supplier. Verification can also be in the form of redacted documentation such as performance reviews, tax statements or client referrals.</p> <p>Completed education program – Courseware must address each of the six knowledge domains and be at least 60 hours in length with at least 15 of the hours being supervised, hands-on activities.</p> <p>CEDIA Membership is not required.</p>
Cost	\$200 - CEDIA Member, \$300 - Non-Member
Exam Length	3 hours, 150 multiple choice items
Certification Length	3 years
Language	English
Renewal	<ul style="list-style-type: none"> • Submit renewal application, \$60 fee, and code of conduct agreement. • Attend approved 3-hour IST Technology & Standards Update Course and pass a post-course knowledge assessment • Earn 30 CEUs from relevant education and industry engagement activities

Description

This certification represents a technician who can work independently to perform all functions related to the pre-wire (First Fix) and trim-out (Second Fix) phases of a project including troubleshooting common errors and verifying system functionality. Certified technicians follow best practices to properly mount and install a wide range of home technology equipment in racks and throughout a residence. They understand the basic concepts of how audio, video, and communication and control devices work, and perform the basic configuration of various integrated systems and equipment. This certification indicates to employers that a person has experience, possesses a broad range of essential technical skills, and is ready to pursue more specialized and advanced training on specific technology systems.

The IST Certification is for individuals who have solidified their core technical skills through time on the job and developed an essential knowledge base either from on-the-job training or focused education programs. This is CEDIA's most widely held credential as it represents the technical foundation necessary to perform the most common tasks of every installation project.

The [Cabling & Infrastructure Technician \(CIT\) certification](#) is a prerequisite to the IST certification. Any experience technicians seeking certification will earn that credential first, as it covers essential foundational material that technicians should possess even as their skills and daily tasks expands to work more directly on installing and configuring equipment and technology systems.

Exam Blueprint Summary

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

		# of Items	% of Exam
Domain 1: Project Processes		13	9%
1.1	Project Management		
1.2	Project Documentation		
1.3	Stakeholder Communication		
Domain 2: Infrastructure		16	10%
2.1	Codes and Regulations		
2.2	Pre-Wire (First Fix) Phase		
2.3	Trim-Out (Second Fix) Phase		
2.4	Retrofit Considerations		
Domain 3: Equipment Installation		25	17%
3.1	Installation Practices		
3.2	Racks and Cabinets		
3.3	Cameras		
3.4	Speakers		
3.5	Displays		
3.6	Projectors		
3.7	Power Management Devices		
Domain 4: Communication Systems		25	17%
4.1	Telephony		
4.2	Data Network		
4.3	Terrestrial Antenna, Cable & Satellite and (RF) TV Systems		

Domain 5: Integrated Systems		53	35%
5.1	Audio		
5.2	Video		
5.3	Home Theater/Cinema/Media Room		
5.4	Control		
5.5	Lighting		
5.6	Security		
5.7	Other Sub-systems		
Domain 6: System Verification & Testing		18	12%
6.1	Testing		
6.2	Verify System Performance		
6.3	Review Installed Systems		
TOTAL ITEMS		150	100%

PREPARING FOR YOUR CERTIFICATION EXAM

Identify Knowledge Gaps or Weaknesses

1. Review the full Exam Blueprint document in Appendix B 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.

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.

- Integrated Systems Technician Book (first edition - 2021)
- Integrated Systems 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. These vouchers might also be purchased in conjunction with certain live events where testing occurs such as CEDIA EXPO.
2. **Redeem CEDIA exam vouchers at cedia.net/certification/voucher.** 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. This form will ask candidates to enter the 16-digit code into the form and may also be reached from a direct link in the original email. After hitting submit on the voucher page, candidates will be automatically directed to the Application and Code of Conduct Form.
3. **Complete the Application and Code of Conduct Form.** 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. If a candidate is requesting special accommodations this is where they should indicate that.

On the application form, the candidate will be able to upload documentation with proof of their work experience or completed education program. Candidates using a reference to document their work experience should use the Work Experience Reference Form located in Appendix D.

4. **CEDIA reviews the application and informs candidate of approval decision within 3 business days.** Candidates that are approved will receive an email within 3 business days that contains instructions for setting up a Webassessor 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 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. **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 Webassessor 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 "IST 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.
3. **Earn 30 CEUs.** from relevant education and industry engagement activities

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 at Kryterion Testing Centers may be rescheduled up to 72 hours in advance of a scheduled test time without incurring any fee. Candidates can reschedule from within their Webassessor account. Rescheduled exams within 72 hours will incur a \$80 fee.

Exams taken using the Remote Online Proctoring system may be rescheduled up to 24 hours in advance of a scheduled test time without incurring any fee. Candidates can reschedule from within their Webassessor account. Rescheduled exams within 72 hours will incur a \$80 fee.

Rescheduling fees are \$50 for remote online proctored exams and \$70 for exams at Kryterion

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 IST 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

The on-screen testing software will include a calculator and notepad for use when testing. No test other 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 45 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 from the second attempt 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
- The downloading of Kryterion's Sentinel Secure may require administrator user permissions.
- No virtual machines are allowed

Software Requirements

- If using Windows
 - Windows 8.1 or Windows 10
 - The latest version of Internet Explorer (IE), Google Chrome, or Firefox. Chrome is recommended.
- 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. Chrome is recommended.

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 successfully complete a minimum 3-hour course that has been approved as a “IST 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.

- 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 IST certification mark is granted only by the permission of the Certification Commission. The IST 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, IST or Mary Smith, IST). Directions regarding proper display of the CEDIA IST 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 last 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: Project Management	1	Knowledge of construction project management best practices
Subdomain 1.1: Project Management	2	Knowledge of best practices for ensuring all materials and equipment are available to complete the job, including identifying damaged materials and missing components from deliveries
Subdomain 1.1: Project Management	3	Skill to read and understand project timelines and milestones (e.g., Gantt chart)
Subdomain 1.2: Project Documentation	4	Skill to read and follow equipment connection schematics (e.g., block diagram)
Subdomain 1.2: Project Documentation	5	Skill to read and evaluate design/engineering drawings (e.g., block diagrams, line drawings, point-to-point schematics, rack elevation, mechanical drawings) to complete job/project
Subdomain 1.2: Project Documentation	6	Knowledge of how to interpret information in installation and instruction manuals (e.g., installing lenses in projectors, assembling mounting hardware)
Subdomain 1.2: Project Documentation	7	Skill to understand functional specifications at an operational level
Subdomain 1.2: Project Documentation	8	Knowledge of the requirements for completing a work order or change order
Subdomain 1.2: Project Documentation	9	Skill to mark-up project documentation to reflect as-built project (e.g., basic redline procedures, as-built diagrams)
Subdomain 1.3: Stakeholder Communication	10	Knowledge of things that should be communicated to project stakeholders (e.g., client, other trades) at various stages of the project
Subdomain 1.3: Stakeholder Communication	11	Skill to anticipate common problems (e.g., other trades obstructing device locations, onsite stakeholder conflicts, requirements for mounting heavy devices) that may arise during a project and determine how to handle those problems
Subdomain 1.3: Stakeholder Communication	12	Skill to identify and remediate issues related to physical space conflicts with other trades

DOMAIN 2: INFRASTRUCTURE		Knowledge & Skills
Subdomain 2.1: Codes and Regulations	13	Knowledge of applicable minimum requirements for maintaining structural integrity when installing cabling in various materials
Subdomain 2.1: Codes and Regulations	14	Knowledge of CEDIA Certification Code of Conduct
Subdomain 2.2: Pre-Wire (First Fix)	15	Knowledge of the types of most commonly used general purpose and communications cables and their applications (e.g., twin &

Phase		earth, diameters, cores, solid/stranded, flex, heat resistant, armored)
Subdomain 2.2: Pre-Wire (First Fix) Phase	16	Skill to identify color code standards for telephony, speakers (audio), data, and video and to troubleshoot related issues
Subdomain 2.2: Pre-Wire (First Fix) Phase	17	Knowledge of commonly used cable dressing techniques
Subdomain 2.2: Pre-Wire (First Fix) Phase	18	Skill to identify structural integrity for mounting flown/suspended/hanging devices (e.g., TV/projector lifts and screens)
Subdomain 2.3: Trim-Out (Second Fix) Phase	19	Skill to identify and use termination devices and tools for specific situations (e.g., fiber, outdoor)
Subdomain 2.3: Trim-Out (Second Fix) Phase	20	Skill to test/verify terminations and signal quality
Subdomain 2.3: Trim-Out (Second Fix) Phase	21	Skill to troubleshoot and correct continuity errors
Subdomain 2.3: Trim-Out (Second Fix) Phase	22	Knowledge of labeling standards for labeling cables and equipment (e.g., TIA-606-B)
Subdomain 2.4: Retrofit Considerations	23	Skill to install cable/wire in retrofit projects where there is risk of damage to structure or décor
Subdomain 2.4: Retrofit Considerations	24	Skill to identify the best methods for pulling cable/wire in a retrofit project (e.g., inspection camera), including the structural impacts of cutting and drilling

DOMAIN 3: EQUIPMENT INSTALLATION		Knowledge & Skills
Subdomain 3.1: Installation Practices	25	Knowledge of risks associated with improper equipment ventilation
Subdomain 3.1: Installation Practices	26	Skill to identify potential ventilation issues for equipment locations
Subdomain 3.1: Installation Practices	27	Knowledge of equipment that uses alternating current or direct current
Subdomain 3.1: Installation Practices	28	Skill to calculate resistance and impedance of series or parallel circuits
Subdomain 3.1: Installation Practices	29	Skill to apply Ohms Law to the work being performed (including the associated calculations)
Subdomain 3.1: Installation Practices	30	Skill in proper cable and interconnect management
Subdomain 3.2: Racks and Cabinets	31	Skill in identifying various equipment rack accessories (e.g., screws, shelves, blanking and venting plates, lacing bars)

Subdomain 3.2: Racks and Cabinets	32	Skill in installing equipment properly in an equipment rack (i.e., in compliance with best practices)
Subdomain 3.2: Racks and Cabinets	33	Knowledge of equipment thermal management best practices, including rack and cabinet applications (e.g., active and passive ventilation)
Subdomain 3.2: Racks and Cabinets	34	Knowledge of equipment installation systems and practices for cabinet or joinery locations
Subdomain 3.2: Racks and Cabinets	35	Skill in identifying installation techniques for various rack types
Subdomain 3.2: Racks and Cabinets	36	Skill in mounting equipment/accessories in racks and cabinets
Subdomain 3.3: Cameras	37	Skill in installing various types of camera brackets, housings, and mounting devices
Subdomain 3.4: Speakers	38	Skill in installing various types of speaker brackets, housings, and mounting devices
Subdomain 3.5: Displays	39	Skill in installing various types of display brackets and mounting devices
Subdomain 3.6: Projectors	40	Knowledge of types of projector mounting brackets/lifts and their uses
Subdomain 3.6: Projectors	41	Skill in installing various types of projector mounting hardware and devices
Subdomain 3.7: Power Management Devices	42	Knowledge of basic purpose and types of battery backups
Subdomain 3.7: Power Management Devices	43	Knowledge of basic purpose and types of surge protective devices, and power conditioning equipment, and voltage regulation equipment
Subdomain 3.7: Power Management Devices	44	Knowledge of basic electrical power distribution methods and management (e.g., high voltage types, phases, transformers, breaker panels, receptacle or socket types, power supplies, power distribution, electrical cable testing)
Subdomain 3.7: Power Management Devices	45	Skill to install basic power management devices (e.g., surge suppressors, battery backups, and power conditioners)
Subdomain 3.7: Power Management Devices	46	Knowledge of common electrical problems (e.g., ground loops, overloaded circuits)

DOMAIN 4: COMMUNICATION SYSTEMS		
		Knowledge & Skills
Subdomain 4.1: Telephony	47	Knowledge of access control devices and accessories (e.g., door stations, video intercom screen and touchpads, RFID, biometric, Bluetooth, and keypad modules)
Subdomain 4.1: Telephony	48	Knowledge of differences between common phone/communication devices in purpose and function
Subdomain 4.1: Telephony	49	Knowledge of qualification testing strategies for phone/communication systems (wired, wireless)

Subdomain 4.1: Telephony	50	Knowledge of common devices and topologies for physical and internet-based telephone services (e.g., VoIP)
Subdomain 4.2: Data Network	51	Knowledge of basic network device functionality
Subdomain 4.2: Data Network	52	Knowledge of basic data and networking (e.g., signal types, bandwidth, IP)
Subdomain 4.2: Data Network	53	Knowledge of the differences in common network devices in terms of purpose and function
Subdomain 4.2: Data Network	54	Knowledge of basic network security threats (e.g., phishing, default passwords)
Subdomain 4.2: Data Network	55	Knowledge of the seven layers of the OSI model at a fundamental level
Subdomain 4.2: Data Network	56	Knowledge of network monitoring features and benefits
Subdomain 4.2: Data Network	57	Knowledge of security issues related to remote network configuration (e.g., VPNs)
Subdomain 4.2: Data Network	58	Knowledge of common data and networking terminology (e.g., bits, bytes, bandwidth)
Subdomain 4.2: Data Network	59	Knowledge of MAC (OSI layer 2) and IP (OSI layer 3) addressing methodologies
Subdomain 4.2: Data Network	60	Knowledge of wired and wireless network topologies
Subdomain 4.2: Data Network	61	Knowledge of commonly used proprietary wireless communication protocols at a fundamental level (e.g., Bluetooth, Z-Wave, Zigbee)
Subdomain 4.2: Data Network	62	Skill in assigning IP addresses per design (e.g., static versus dynamic addressing)
Subdomain 4.2: Data Network	63	Skill in connecting and configuring wireless access points per design
Subdomain 4.2: Data Network	64	Skill in simple LAN configuration per design
Subdomain 4.2: Data Network	65	Skill in local software network testing methods (e.g., ping test, trace route, speed test)
Subdomain 4.3: Terrestrial Antenna, Cable & Satellite and (RF) TV Systems	66	Knowledge of antenna types and their typical uses
Subdomain 4.3: Terrestrial Antenna, Cable & Satellite and (RF) TV Systems	67	Skill to perform calculations related to installation of communication system (e.g., RF signal attenuation)
Subdomain 4.3: Terrestrial Antenna, Cable & Satellite and (RF) TV Systems	68	Knowledge of common broadcast or radio reception services, including terrestrial, satellite, cable, and radio frequencies (RF)
Subdomain 4.3: Terrestrial Antenna, Cable & Satellite and (RF) TV Systems	69	Knowledge of common devices and topologies for broadcast or radio reception services, including terrestrial, satellite, cable, and radio frequencies (RF)
Subdomain 4.3: Terrestrial Antenna, Cable & Satellite and (RF) TV Systems	70	Skill in testing devices for broadcast or radio reception services, including terrestrial, satellite, cable, and radio frequencies (RF)

DOMAIN 5: INTEGRATED SYSTEMS		Knowledge & Skills
Subdomain 5.1: Audio	71	Knowledge of common audio terminology (e.g., frequency, wavelength, tweeter, crossover)
Subdomain 5.1: Audio	72	Knowledge of the differences between common audio devices in purpose and functionality
Subdomain 5.1: Audio	73	Knowledge of decibels (dB)
Subdomain 5.1: Audio	74	Skill in the installation of audio-related devices and equipment (e.g., AV receivers, pre-amplifiers, amplifiers, multi-room audio systems)
Subdomain 5.1: Audio	75	Knowledge of audio signals and how to convert them (e.g., coaxial to optical, analog to digital, digital to analog)
Subdomain 5.1: Audio	76	Knowledge of signal types in analog and digital audio and their relationship
Subdomain 5.1: Audio	77	Knowledge of different ways to distribute audio in room(s)
Subdomain 5.1: Audio	78	Knowledge of the attributes of audio devices that affect sound quality (e.g., digital sound processing)
Subdomain 5.2: Video	79	Knowledge of different methods of video signal distribution (e.g., matrix, video over IP)
Subdomain 5.2: Video	80	Knowledge of basic concepts of analog and digital video (e.g., signal types, levels, bandwidth, earthing and grounding)
Subdomain 5.2: Video	81	Knowledge of differences between common video devices (analog, digital, and optical) in purpose and function
Subdomain 5.2: Video	82	Knowledge of video signals, interconnects, protocols, and standards (analog and digital, HDCP, EDID)
Subdomain 5.2: Video	83	Skill to troubleshoot common issues with video signals
Subdomain 5.2: Video	84	Skill in the installation of video devices, interconnects, and accessories
Subdomain 5.3: Home Theater/Media Room	85	Knowledge of basic room layout, equipment configuration, and recommended practices (CEB 22 and CEB 23) (e.g., speaker locations, display size, projector throw distance, seating distances, viewing angles, immersive audio)
Subdomain 5.3: Home Theater/Media Room	86	Knowledge of system components and their functions
Subdomain 5.4: Control	87	Knowledge of common control systems terminology (e.g., discrete code, toggle command, macro, event maps)
Subdomain 5.4: Control	88	Knowledge of basic control systems (e.g., data rates, polarity, relays, contact closure, voltage, metadata, feedback)
Subdomain 5.4: Control	89	Knowledge of methods that control systems communicate with other devices (e.g., IP, contact closure, IR, RS232, RS485, RF, relays, wireless protocols)

Subdomain 5.4: Control	90	Knowledge of the differences between common control devices (e.g., relays, sensors)
Subdomain 5.4: Control	91	Knowledge of differences between common user interface devices (e.g., remote, keypad, touch screens, voice controllers, specialist controllers)
Subdomain 5.4: Control	92	Knowledge of basic installation and setup of control-related devices
Subdomain 5.4: Control	93	Knowledge that there are proprietary wiring pin outs and topologies for some manufacturer devices
Subdomain 5.4: Control	94	Skill to troubleshoot potentially dangerous device integrations (e.g., fireplace without a safety valve)
Subdomain 5.5: Lighting	95	Knowledge of the purpose and functionality of common lighting control components (e.g., keypad, switch, dimmer, sensor)
Subdomain 5.5: Lighting	96	Knowledge of common lighting user interfaces (e.g., keypad, switch, dimmer)
Subdomain 5.5: Lighting	97	Knowledge of common lighting topologies
Subdomain 5.5: Lighting	98	Skill to identify the correct lamp types for the fitting (e.g., incandescent, LED, fluorescent, HiD, cathode)
Subdomain 5.6: Security	99	Knowledge of the purpose of basic video monitoring devices (e.g., security cameras, video doorbells, baby monitors)
Subdomain 5.6: Security	100	Skill to connect sensing devices to a security panel or system
Subdomain 5.6: Security	101	Knowledge of the fundamentals of electrical circuits related to alarm systems (e.g., serial versus parallel wiring, end of line resistors, tamper circuits, anti-masking)
Subdomain 5.6: Security	102	Skill in basic installation of video monitoring devices (e.g., security cameras, video doorbells, baby monitors)
Subdomain 5.6: Security	103	Skill to install non-arming sensing devices (e.g., pressure, light, acceleration)
Subdomain 5.6: Security	104	Skill in configuration of video monitoring devices (e.g., security cameras, video doorbells, baby monitors)
Subdomain 5.7: Other Sub-Systems	105	Knowledge of methods and types of devices for energy monitoring and management (e.g., meter reading, hardware, and software)
Subdomain 5.7: Other Sub-Systems	106	Skill to connect non-arming sensing devices at a centralized panel or system
Subdomain 5.7: Other Sub-Systems	107	Knowledge of applications for using sensor feedback
Subdomain 5.7: Other Sub-Systems	108	Skill to install and configure motorized devices (e.g., shades, lifts, mounts)
Subdomain 5.7: Other Sub-Systems	109	Knowledge of common IoT/DIY devices and applications

DOMAIN 6: SYSTEMS VERIFICATION & TESTING		Knowledge & Skills
Subdomain 6.1: Testing	110	Knowledge of the proper use, storage, and maintenance of test equipment, including a network qualification tester
Subdomain 6.1: Testing	111	Skill to identify the test equipment, including a network qualification tester
Subdomain 6.1: Testing	112	Knowledge of the proper use, storage, and maintenance of signal-level meter/field strength meter
Subdomain 6.1: Testing	113	Knowledge of the proper use, storage, and maintenance of sound pressure level (SPL) meter and microphone
Subdomain 6.2: Verify System Performance	114	Skill to verify expected functionality of the as-installed system per the scope of work
Subdomain 6.2: Verify System Performance	115	Knowledge of common diagnostic procedures for troubleshooting system functionality
Subdomain 6.2: Verify System Performance	116	Skill to track signal path to verify system functionality
Subdomain 6.2: Verify System Performance	117	Skill in verifying operation of specific components of the system
Subdomain 6.2: Verify System Performance	118	Knowledge of common corrective actions for system functionality issues (e.g., connections, cables)
Subdomain 6.2: Verify System Performance	119	Knowledge of best practices for client orientation and training
Subdomain 6.3: Review Installed System	120	Skill in client communication and delivery of basic system orientation
Subdomain 6.3: Review Installed System	121	Knowledge of audio and video formats, resolution, data rate, and surround modes
Subdomain 6.3: Review Installed System	122	Knowledge of basic set-up procedures and terminology (e.g., audio such as speaker distances, levels; video such as brightness, contrast, color, tint)
Subdomain 6.3: Review Installed System	123	Skill to perform basic audio/video configuration (e.g., audio such as speaker distances, levels; video such as brightness, contrast, color, tint)

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. 4 hours for IST exam instead of 3hours)
- 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

APPENDIX D: WORK EXPERIENCE REFERENCE FORM

Candidates for the CEDIA Certified Integrated Systems Technician (IST) certification **must have at least one year of verified experience installing integrated systems**. Experience is verified by a reference such as a supervisor, business owner, HR Manager, or product supplier. Verification can also be in the form of redacted documentation such as performance reviews, tax statements or client referrals.

Candidates who choose the option of verification by reference should use this form. It can be uploaded digitally while filling out online application or sent directly to CEDIA Certification at certification@cedia.org

This form can also be completed by the reference at:
<https://www.jotform.com/build/211534221053137>

This section must be filled out by the reference

I hereby affirm that _____ (Exam Candidate Name) has at least one year of one year of direct experience installing integrated systems.

First Name: _____ Last Name: _____

Company: _____ Job Title: _____

Phone: _____ Email: _____

Professional Relationship to Candidate: _____

Signature : _____ Date: _____

Note: All candidates for CEDIA Certification agree to abide the CEDIA Certification Code of Ethics and may face sanctions from the Certification Commission if found to have submitted false information on an application form. If you have questions about this reference form or other policies please contact CEDIA Certification at certification@cedia.org.