

RCDD Registered Communications Distribution Designer

Exam Application and Information Handbook



*advancing the information and
communications technology community*

Become an RCDD®

Congratulations on your decision to apply for BICSI's Registered Communications Distribution Designer (RCDD) credential. In this booklet you will find an exam application, along with a list of application requirements and fees, exam information and an experience checklist (required for application approval). As part of the handbook, we've included the BICSI Code of Ethics, the RCDD Standards of Conduct and the BICSI Antitrust Statement.

Prerequisite Requirements

To sit for the RCDD examination, you must first have:

- Five years of information and communications technology (ICT) industry design experience within the last 10 years.

OR

- Two years of verifiable ICT design experience within the last 10 years and three years of additional ICT equivalents chosen from combinations of experience, approved education and approved ICT license/certification (i.e. NTS, WD, CCNA). BICSI reserves the right to determine what is approved curriculum and approved ICT license/certification.

BICSI verifies references and processes applications in the order they were received. Therefore, it is strongly recommended that you apply for the RCDD examination well in advance of when you would like to take the exam.

An RCDD cannot hold the RITP™ credential simultaneously. Likewise, an RITP cannot hold an RCDD credential simultaneously.

Application Requirements

The following items must be completed and submitted to BICSI World Headquarters. Please note that it can take up to 30 days to process your application.

- The Communications ICT/Distribution Design Experience Checklist on pages 9-10.
- A fully completed and descriptive RCDD Exam Application on pages 11-13. (The application must be approved by BICSI before the applicant can sit for the RCDD exam.)
- Current resumé/CV—last 10 years of work history must be included.
- A nonrefundable application fee.
- Four letters of reference. Letters should be on company letterhead, dated and include a contact telephone number and email address. The letters should be from the following:
 - One personal reference.
 - Two from different clients or customers for whom you have recently completed design work. The letters MUST include the following information:
 - Explanation of your design qualifications by providing specific details of the design work performed.
 - A summary of the scope of the project, the project's location and how you were involved in the project.
 - Date of the job(s) from beginning to end and the level of the client's satisfaction. Generic details such as, "he did good work for us" or "he helped us with the design" are so general they are meaningless and will NOT be accepted by BICSI.
 - One from your current employer stating your level of participation in the design of projects you are working on, and the length of time that you have been actively employed as an ICT designer.

NOTE: If you are self-employed or a principal of your company, you must provide an additional third letter of reference from a third client for whom you have performed ICT design.

Fraudulent applications may result in permanent exclusion from BICSI and ethics investigations of any BICSI members involved.

Design includes development of design plans for ICT integration. This includes site surveys, user needs analysis, work print creation, project specifications, RFP creation and pre-project coordination with PEs, architects, AHJs, etc.

Design does NOT include installation, testing, project/site supervision, project QA, ICT sales or sales support, teaching of ICT subject matter, etc. Although these items are important to a successful project, they do not qualify under the definition of design.

Letters that are NOT specific or cannot be verified as stated will result in rejection of the application and/or an ethics investigation of involved BICSI members if references are found to be fraudulent.

Based on the verification process of your ICT design experience, BICSI reserves the right to require additional submittals as proof of experience. They may include, but are not limited to, additional detailed references or design documents and work prints that are signed and dated. Failure to provide these additional references will result in rejection of the application. All references will be verified before a candidate is allowed to sit for the RCDD exam.

Application will not be processed unless all required information is completed and application fee is received.

Application Processing

BICSI verifies all reference letters and processes applications in the order they were received. Please be sure that all of your references have a phone number and email address.

Only completed applications will be accepted (refer to checklist on page 10). Please do not send in partial applications. Please allow up to 30 days for approval.

Application Validity Period

Your application is valid for one year from the date it was approved. This is referred to as your eligibility dates in your Exam Authorization Letter.

Exam Registration

The exam is administered in a computer-based testing (CBT) format at Pearson VUE Authorized Testing Centers worldwide. Once your application is approved, you will receive a BICSI Exam Authorization Letter by email confirming your approval. The authorization letter includes your required Candidate ID number and scheduling information. Your testing date, time and location will be scheduled by you through Pearson VUE at pearsonvue.com/BICSI.

You are required to bring two forms of identification to the testing center, one of which must be a government-issued photo ID with your signature (e.g., driver's license, government ID or passport).

Note: The name on the photo ID must match exactly as the name submitted in your application and eligibility letter. You will not be accepted into the exam center if the names do not appear exactly the same. Contact BICSI to update your name or contact information. Pearson VUE cannot accept any changes to your records.

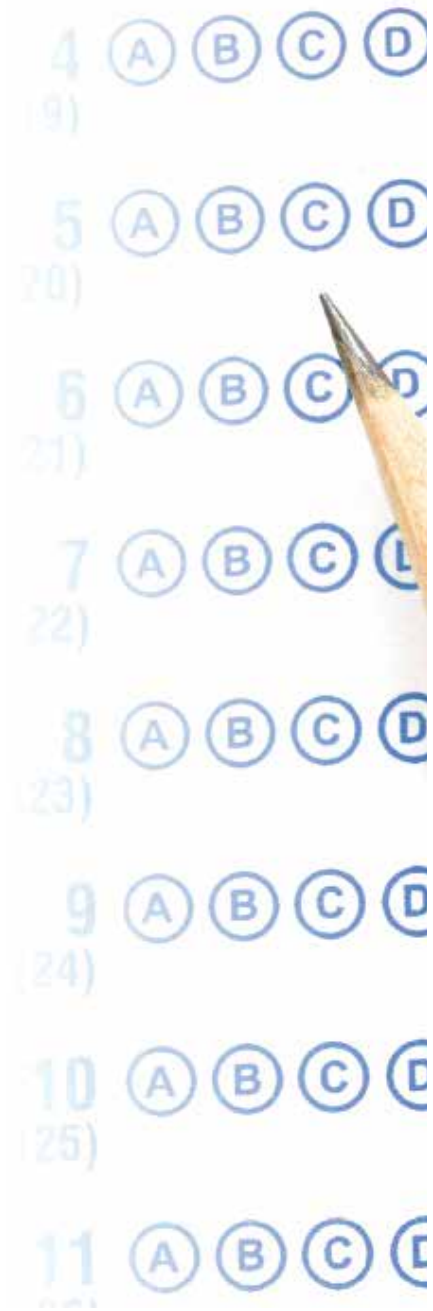
Exam Retest Policy

There is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

Reschedule/Cancellation Policy

You must contact Pearson VUE at least one business day prior to your scheduled appointment. Rescheduling or cancelling less than one full business day prior to your appointment may result in forfeiting your exam fees.



About the Exam

The examination is drawn from BICSI's *Telecommunications Distribution Methods Manual (TDMM)*. The reference materials are available for purchase at www.bicsi.org.

Computer-based testing is the examination administration method through Pearson VUE.

The RCDD examination is comprised of 100 multiple-choice questions. You are allotted 2 and 1/2 hours to complete the exam. The exam is designed to test your knowledge and ability to solve problems in situations by applying the acquired knowledge (knowledge- and application-based questions).

Pass/fail results will be provided at the testing center after completing the exam. A score report is also provided to all unsuccessful candidates. The score report will reflect a percentage of correct answers in each section of the exam, not an actual score. Results are not provided over the phone for CBT exams.

Candidates must be able to use a computer and mouse. Special needs may be requested on page 13 of the application.

Candidates are not allowed to bring anything (phones, watches, hats, etc.) into the testing room. All necessary items will be available during the exam, including calculators and a whiteboard for scratch paper.

There are no scheduled breaks during the CBT exam. If a break is needed, the break will count towards the 150 minutes you have to complete the exam.

The exam is structured to allow you to challenge a question that you think may be unclear, confusing or incomplete. You may also flag a question and return to it at the end of the exam. Challenged questions that are meaningful and relevant to the exam question will be reviewed by the Registrations and Credentials Supervision (RCS) Committee. If you answer the question incorrectly and the committee determines a rescore changing your final score from fail to pass, the credentialing department will notify you by email within 30-days of the exam. The time spent on challenging questions is allotted in the 150 exam time total.

Exam Preparation

The examination is drawn from BICSI's *TDMM*. Approximately 80 percent of the questions are based on content from the *TDMM* core chapters.

Chapter	Chapter Title	Chapter	Chapter Title
1	Principles of Transmission ^C	12	Outside Plant
2	Electromagnetic Compatibility ^C	13	Audiovisual Systems
3	Telecommunications Spaces ^C	14	Building Automation Systems
4	Backbone Distribution Systems ^C	15	Data Networks ^C
5	Horizontal Distribution Systems ^C	16	Wireless Networks
6	ITS Cables and Connecting Hardware ^C	17	Electronic Safety and Security
7	Firestop Systems ^C	18	Data Centers
8	Bonding and Grounding (Earthing) ^C	19	Health Care
9	Power Distribution ^C	20	Residential Cabling
10	Telecommunications Administration ^C	21	Business Development and Project Management
11	Field Testing of Structured Cabling ^C		c = core chapter

The Appendices at the end of the manual and Glossary are not on the RCDD examination.

Two to five years of experience—mid-career:

1. DD101 (or the pre-assessment)
2. DD102
3. 150+ *TDMM* study hours
4. BICSI *TDMM* Flashcards
5. BICSI RCDD Test Preparation Course (online via BICSI CONNECT)

Five plus years of experience—advanced career:

1. DD101 (or the pre-assessment)
2. DD102
3. 125+ *TDMM* study hours
4. BICSI *TDMM* Flashcards
5. BICSI RCDD Test Preparation Course (online via BICSI CONNECT)

Fees

Application Fee	\$255 Member	\$370 Nonmember	Renewal Fee (online)	\$175 Member	\$325 Nonmember
(Paid to BICSI; non-refundable)			Renewal Fee (paper).....	\$195 Member	\$325 Nonmember
Exam Fee.....	\$210 Member	\$285 Nonmember	Renewal Late Fee (31-90 days)		\$125
(Paid to Pearson VUE)			Renewal Late Fee (91-120 days)		\$175
Exam Retake Fee.....	\$210 Member	\$285 Nonmember	Renewal Late Fee (121-364 days)		\$225
(Paid to Pearson VUE)			Duplicate Certificate.....	\$25 Member	\$35 Nonmember

Application fees must accompany application. Application prices are listed in U.S. dollars. Other currencies are available for testing fees through Pearson VUE's website. Only credit cards are accepted for exam fees through Pearson VUE. Vouchers for examination fees may be provided to you by BICSI if necessary, if payment has been received.

Suggestions to Get Ready for Exam Day

There is more to exam preparation than knowing the material and the technology. People need to prepare themselves physiologically and emotionally for the challenge. Stress, anxiety, tension and fatigue can have a significant adverse impact on an individual's test performance. Memory, clarity of thought and mental alertness are directly affected by the physical and emotional condition of the individual.

This exam is important to you. Once you have studied and prepared your mind for the task, it is important that you prime your body. Listed below are a few tips intended to help you maximize your effort.

The night before an exam:

- Get a good night's rest, but do not oversleep. A tired person often has problems with trying to focus on concepts, especially the abstract. Oversleeping lends itself to lethargy or confusion, and may reduce comprehension.
- Avoid the consumption of alcohol. The ingestion of any amount of alcohol the night before an exam is probably too much.

The day of the exam:

- Do NOT study the day of the exam. Last minute "cramming" can increase anxiety and decrease self-confidence which may result in the unfortunate effect of reducing test performance.
- Eat a light-to-moderate breakfast (avoid large meals). Hunger is a distraction. Overeating makes a person sluggish.
- Avoid drinking too much coffee. Caffeine, in large quantities, can affect comprehension and can cause stomach and urinary tract discomfort.
- Relax. Do some light-to-moderate exercises (avoid strenuous exercise). Read a newspaper or a magazine, or listen to music.
- Allow yourself plenty of time to travel to the testing facility. Plan to arrive early. Rushing can raise a person's blood pressure, heart rate and stress level.
- Avoid work-related issues if possible. Problems at work can be a major distraction and can seriously affect your ability to concentrate on the tasks at hand.

During the exam:

- Be cautious about changing your answers. It is a well-known fact that people, on average, will change more correct answers to wrong answers than vice versa. Change an answer only if you have a strong reason to believe that your marked choice was incorrect. This behavior is typically the result of spending too much time on a question resulting in the tendency to "over think" the problem and read more into the question than is required.
- If you are unsure of an answer, "flag it" and return later. Make sure to allow yourself the time needed to review the flagged questions.



After Passing the RCDD Examination:

Upon successful completion of the exam, you will receive a certificate and lapel pin via U.S. Mail. You will also receive instructions for ordering a complimentary stamp.

Length of Validation for your RCDD Credential

Your RCDD credential is valid for three complete calendar years, with an expiration date of December 31. Your credential will be valid for the remainder of that calendar year in which you first passed the examination plus an additional three years, regardless of the month in which you passed the exam. For example, if you passed the exam in February 2017, your designation would expire on December 31, 2020.

Continuing Education Requirements

BICSI views learning as a life-long endeavor and places an emphasis upon continuing education as part of maintaining your RCDD status. Within each three-year registration period (after the exam is passed), all RCDDs must obtain a minimum of 45 BICSI-offered or -approved continuing education credits (CECs) and at least one BICSI qualifying conference credit. These CECs must be ICT industry-related. RCDDs must complete this requirement in order to renew their credential. Applicants who attend an exam review course within seven days prior to passing the exam will receive CECs toward their first CEC renewal requirements.

BICSI allows up to 15 surplus CECs to be carried over into the next renewal period. Carried over CECs must be from courses completed in whole (partial course carry over is not permitted) and within the last quarter (final three months) of the current renewal period.

Responsibility for Renewal

It is the RCDD's professional responsibility to ensure that all requirements and conditions for renewal are satisfied and submitted to BICSI prior to designation expiration. BICSI issues renewal reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track of dates, CECs and any other requirements of the renewal process.

BICSI Antitrust Statement

BICSI believes strongly in competition. U.S. antitrust laws are the rules under which our competitive system operates. It is BICSI's policy to comply in all respects with the antitrust laws.

Association meetings or workshops by their very nature bring competitors together. Accordingly, it is necessary to avoid discussions of sensitive topics. Agreements to fix prices, allocate markets, engage in product boycotts and to refuse to deal with third parties are automatically illegal under the antitrust laws. It does not matter what the reason for the agreement might be.

Accordingly, at any association meeting discussions of prices (including elements of prices such as allowances and credit terms), quality ratings of suppliers, and discussions that may cause a competitor to cease purchasing from a particular supplier, or selling to a particular customer, should be avoided. Also, there should be no discussion that might be interpreted as a dividing up of territories.

An antitrust violation does not require proof of a formal agreement. A discussion of a sensitive topic, such as price, followed by action by those involved or present at the discussion is enough to show a price-fixing conspiracy. As a result, those attending an association-sponsored meeting should remember the importance of avoiding not only unlawful activities, but even the appearance of unlawful activity.

BICSI CODE OF ETHICS

BICSI's Code of Ethics is based on the principles which assume that societies are governed by a profound respect for human rights and the rule of law. In addition, these principles support the thought that ethics, the criteria for determining what is right and wrong, can be agreed upon by members of an organization and that understanding matters of taste requires sensitivity to cultural norms.

An ethics complaint may be filed when there is a concern of a violation of the BICSI Standards of Conduct. Information regarding the process for filing an ethics complaint is in the Procedures and Policies document, which can be found on BICSI's website at bicsi.org.

BICSI CREDENTIAL HOLDERS - STANDARDS OF CONDUCT

BICSI has established the Ethics Committee, the Standard of Conduct and the Code of Ethics to reinforce the following position: **It is important that the BICSI members and/or its credential holders exhibit the highest principles of ethical and professional behavior in the provision of their products and services associated with the information and communications technology (ICT) industry.** These codes and standards serve to enhance public confidence in the integrity and service of BICSI members and/or credential holders.

Adherence to the 14 Standards of Conduct is mandatory.

As a BICSI member and/or BICSI credential holder, I have an ethical and professional obligation to the association, ICT industry and its consumers. I therefore pledge to:

1. Maintain a high standard of professional conduct.
2. Protect and enhance the reputation of the BICSI organization, the credentialing program and my credential through my actions.
3. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my profession or position, unless disclosure is required by law or agreement.
4. Be accurate and truthful in my dealings with clients and be careful not to misrepresent the quality, availability or ability of the services I provide.
5. Never, under any circumstances, make a recommendation misrepresenting or misstating any other individual's qualifications, abilities or accomplishments.
6. Provide unbiased, accurate and objective assessments for all safety and operational deficiencies that may be discovered during the performance of my services.
7. Refrain from representing competitors to clients, or the public, by the use of false and misleading statements or malicious actions, but rather work and compete with them in a reasonable and professional manner for the benefit and advancement of our profession.
8. Refrain from using false and misleading statements or malicious actions that might injure another person's reputation or bring harm to their person or property.
9. Respect a client's decision in the selection of competitive services, and continue to offer and provide that client with quality services for as long as is necessary or requested.
10. Serve all members of the public impartially, providing no substandard service based on that individual's age, race, national origin, color, sex, sexual orientation, disability or religious belief.
11. Adhere to all relevant codes, laws, ICT industry standards and BICSI methodologies, where appropriate.
12. Take personal responsibility to ensure that all requirements necessary for the renewal of any BICSI credential that I hold is met on, or before, the expiration date.
13. Be accurate, honest and truthful in the presentation of all educational material or in the preparation of material orders and product availability.
14. I will not misrepresent my BICSI credential nor willingly allow others to do so.

By signing, I am confirming that I have read the BICSI Code of Ethics and the BICSI Standards of Conduct and agree to adhere to them.

Print name

Signature

Date signed

ICT/Distribution Design Experience

Experience in the physical design of information technology systems includes many elements. Some of the key elements are:

(a) detailed design specifications and drawings for cable and cabling pathways, (b) site and/or route surveys, (c) user requirement/needs analysis, (d) architectural, PE and AHJ coordination, (e) pathway and cable routing detail diagrams, (f) rack positioning and layout drawings, (g) operational schematics or conceptual drawings, (h) grounding and bonding systems, (i) uninterruptible power supply (UPS) systems (j) RFP/RFQ bid document, project specifications and detailed work print preparation, including but not limited to “T” drawings, (l) “pre-build” or “as-build” drawings and (k) testing, completion requirements and deliverables.

Installation, testing, site supervision, project QA, sales, sales support, bid pricing, bills of material, procurement operations, shipping and staging do NOT qualify for the two years of actual design experience but can be used as part of the three-year equivalent requirements.

Detailed material specifications, bills of material, shipping/staging and labeling plans are all important elements of any good design proposal, but in and of themselves, are much too limited in scope to constitute experience in the formal design or design-build of information technology systems.

All work experience must be verifiable and approved by BICSI.

Communications ICT/Distribution Design Experience Checklist

The purpose of this checklist is to assess your information and communications technology (ICT) industry/distribution design work experience to date. The following questions describe the types of ICT/distribution design experience typically required of persons applying for the RCDD designation. RCDD applicants must have a minimum of two years ICT/distribution design experience, which may be composed of design activities in the areas listed below. Please indicate the extent of your actual design experience in each area by putting a 0, 1, 2, 3 or 4 in the box next to each area. Values are based on the following scale:

- 0 if you have no design work experience in this area
- 1 if you have worked with others as a part of a project design team to successfully complete ICT/distribution design work in this area
- 2 if you have design experience in this area, but less than two years of experience
- 3 if you have performed ICT/distribution design in this area by yourself (without direct supervision) on multiple occasions during the past two years
- 4 if you have performed ICT/distribution design in this area for more than two years, been responsible for inspecting the design work of others and project managed at least one ICT/distribution design job in this area

Note: The completed experience checklist (pages 9-10) must be returned to BICSI with your application, resumé/CV, along with four letters of reference and payment of the application fee.



Definitions	
Application Type Problems	refer to the ability to take learned material (knowledge) and apply it to solve problems or make decisions. An application problem may involve several different knowledge areas and the experience to apply it accurately to find the correct solution. These types of questions are not specifically found in texts and rely on an individual's understanding of the task in question in order to apply the appropriate learned knowledge.
Design	refers to the creation, planning, integration and/or detailed-oriented project management of information and communications technology (ICT).
ICT/Distribution	refers to the arrangement of premises cabling runs and their associated hardware required to implement the planned customer premises cabling system. It includes both backbone and distribution cable and its related infrastructure support systems.
Knowledge	refers to the acquisition, retention and comprehension of information.
Verifiable	means you must be able and willing to provide documentation that clearly identifies the materials requested. Failure to verify can result in the request for additional sources or rejection of the application.
Verifiable Work Experience	means you must be able and willing to provide design project documentation that clearly identifies the individual RCDD candidate's experience. This documentation may include design blueprints, detailed scope of work and/or direct verification from clients for whom work was performed. If the work experience cannot be verified, it will not be accepted.

Communications ICT/Distribution Design Experience Checklist

Indicate your experience in the following areas by placing 0-4 in the box for each question.

(See page 8 for a description of values.)

1. To what extent do you have verifiable work experience designing ICT/distribution systems that conform to telecommunications standards and codes appropriate to the country in which you work (e.g., ANSI/TIA/EIA, NEC®, ISO/IEC, CENELEC, CE Code, CSA, etc.)?
2. To what extent do you have verifiable work experience designing voice/data horizontal pathways and media distribution systems within commercial buildings?
3. To what extent do you have verifiable work experience designing voice/data backbone pathways and distribution media systems within commercial buildings?
4. To what extent do you have verifiable work experience designing telecommunications rooms (includes determining room location, room space sizing, backboard design and patch panel/rack specification)?
5. To what extent do you have verifiable work experience designing equipment rooms (includes rooms which house ICT equipment power supplies, ICT common equipment such as key systems and PBXs, computer servers and main cross-connects)?
6. To what extent do you have verifiable work experience designing telecommunications service entrances (includes entrance conduit and cable termination at network interface, electrical voice/data protection equipment and underground entrance facilities)?
7. To what extent do you have verifiable work experience designing aerial plant from a service provider termination point or interbuilding facility to a telecommunications service entrance?
8. To what extent do you have verifiable work experience designing underground and buried cable systems from a service provider termination point or interbuilding facility to a telecommunications service entrance?
9. To what extent do you have verifiable work experience designing optical fiber cabling voice/data distribution systems, including the specification of system parameters such as fiber type, core size, bandwidth requirements, transmitter power and receiver levels?
10. To what extent do you have verifiable work experience designing distribution systems used in the following environments: marinas, tunnels, electric power stations, poolside communications services and/or automatic teller machines?
11. To what extent do you have verifiable work experience designing telecommunications grounding, bonding and electrical protection systems for commercial buildings?
12. To what extent do you have verifiable work experience designing or modifying ICT distribution systems where you had to overcome electromagnetic interference problems?
13. To what extent do you have verifiable work experience specifying firestopping systems for ICT cabling between walls, floors and ceilings?
14. To what extent do you have verifiable work experience developing and implementing administrative labeling and record keeping systems for pathways, spaces and cabling?
15. To what extent do you have verifiable work experience designing ICT/distribution systems utilizing digital baseband transmission, multiplexing and/or encoding?
16. To what extent do you have verifiable work experience designing network technology systems at the physical layer of the OSI model?
17. To what extent do you have verifiable work experience designing voice/data distribution systems that link multiple buildings in a campus-type environment?

- 18. To what extent do you have verifiable work experience interpreting field test results of copper and optical fiber cabling?
- 19. To what extent do you have verifiable work experience designing CATV distribution systems?
- 20. To what extent do you have verifiable work experience specifying power distribution components to support ICT equipment as part of an overall communications distribution design (including battery back-up and uninterruptible power supplies)?
- 21. To what extent do you have verifiable work experience with project management responsibility for commercial ICT distribution design projects?
- 22. To what extent do you have verifiable work experience designing residential voice/data distribution systems for single-family homes or multi-family dwellings?
- 23. To what extent do you have verifiable work experience designing building automation systems (including any or all of the following information technology systems: HVAC, lighting control, access control, security and fire alarm systems)?
- 24. To what extent do you have verifiable work experience designing wireless (radio or optical) ICT distribution systems (includes wireless private branch exchanges, wireless local area networks and/or personal communications networks)?
- 25. To what extent do you have verifiable work experience designing overhead paging and/or audio systems in commercial or public buildings?

I hereby affirm that all of the information in the above assessment is true and may be verified by BICSI upon request.

Name (please print)

Signature

Date

RCDD® (Registered Communications Distribution Designer) Exam Application



Step 1: Choose your RCDD Path (must be verified on application)

- Five years' ICT design experience within the last 10 years
- Two years' verifiable ICT design experience within the last 10 years and three years additional ICT equivalents chosen from combinations of experience, approved education and approved ICT license/certification (i.e. NTS, WD, CCNA). License/certification certificates must be submitted with application.

Step 2: Personal Data (Please print clearly.)

Name BICSI member number (if applicable)

Home address (required)

City State/Province Zip/Postal code Country

Company name Job title Email

Mailing address Home or Office

City State/Province Zip/Postal code Country

Phone (Business) (Home) (Mobile)

Step 3: Distribution DESIGN Work Experience

(Begin with current position. Last 10 years only. Must be completed in addition to resume. Attach additional sheet if necessary.)

Dates Employed	Position/Title	Company Name	Phone	Name/Title of Supervisor
1. From: To:				
Description of design duties (be specific):				

Description of design projects (include client contact person and telephone number):				

Dates Employed	Position/Title	Company Name	Phone	Name/Title of Supervisor
2. From: To:				
Description of design duties (be specific):				

Description of design projects (include client contact person and telephone number):				

3. From: To:				
Description of design duties (be specific):				

Description of design projects (include client contact person and telephone number):				

Step 4: Education - Formal Degrees (Diplomas must be attached.)

(Begin with current or last academic program.)

School/University	Dates Attended from to	Major Field of Study	Degree/Certificate (Date Awarded)

Step 5: Education - ITS/Licenses/Certifications (Copy of certificates must be attached.)

Course Sponsor	License/Certificate Title	Date Passed	Company/Association, Phone number and website

I hereby attest that the information provided is a true and accurate statement of my qualifications and experience, and I authorize appropriate officials to seek further verification of my credentials, except as qualified here: _____

The Applicant

The undersigned applicant agrees to be bound by the following terms and conditions as they pertain to the RCDD exam:

1. No reevaluation of the examination of the undersigned applicant shall be undertaken by BICSI, its agents or employees unless a written request for reevaluation is received by BICSI at 8610 Hidden River Parkway, Tampa, Florida 33637-1000, before the expiration of 30 days from the date of the examination in question.
2. If disputes concerning any aspect of the RCDD program arise between the applicant and BICSI, they shall be adjudicated in Hillsborough County, Florida.
3. If the applicant does not adhere to BICSI exam guidelines, BICSI has the right to negate the exam and prohibit the applicant from taking subsequent exams.
4. The information on this application is accurate in its description and made with the knowledge and understanding of the BICSI Code of Ethics and the RCDD Standards of Conduct.
5. As part of the ICT design experience verification process, BICSI reserves the right to require additional submittals as proof of experience. This may include, but is not limited to, additional detailed references and/or design documents that are signed and dated.

Signature (Application will NOT be processed without signature here and on pages 7 & 10).

Date

Please indicate any special needs.

Special needs may require additional documentative and additional time for processing. If a retest is necessary, you must contact credentialing for any special needs before scheduling with Pearson VUE.

Application Checklist

- Application Fee
- Four letters of reference; Please include contact information—a telephone number and email for each reference. Please note: Reference letters are not required when reapplying within 2 years of original application.
- Communications ICT/Distribution Design Experience Checklist (must be submitted with application)
- If applicable, copy of degrees, diplomas and/or certifications
- Current resume—limited to two pages.
- BICSI Code of Ethics and Standard of Conduct. Page 7

Application is valid for one year. A new application must be submitted after the one year application period expires. Please allow 30 days for approval.

Submit your completed exam application and payment to:

BICSI, Attn: Credentialing, 8610 Hidden River Parkway, Tampa, FL 33637-1000; Fax: +1 813.971.4311; Email: credentialing@bicsi.org

Payment Section

Please make all checks payable to BICSI in U.S. dollars, drawn from a U.S. bank. (Call BICSI's Accounting Department for instructions on wiring funds.) For your protection, BICSI does not accept emailed credit card numbers. If paying by credit card, please mail or fax your payment information instead.

Total to be paid \$ _____

Check or Money Order Enclosed
 Visa MasterCard American Express Diner's Club Discover

Internal Use Only

Cardholder name (as the name appears on the credit card)

Cardholder signature

Credit card number

Expiration date

Card billing zip code (required)