



## Become a CEDIA Approved CEU Provider



**The demand for Custom Electronic Design & Installation Association (CEDIA) Certification has never been greater! That's good news for your company since you can help CEDIA Certified Professionals maintain their certifications and keep them educated on the latest developments in products and technology.**

### **What is a CEU?**

A CEU is a continuing education unit – a value based on class content and length. More importantly, it counts toward maintaining CEDIA Certifications.

### **How do CEDIA Certified Professionals maintain their certification?**

They maintain their certifications by attending classes and seminars that are industry related and offer CEUs. These classes are related to industry standards or product training. Each certified professional is required to maintain 30 CEUs within a three year time frame.

### **Why should a manufacturer become a CEU Provider?**

There is nobody more qualified to teach electronic systems contractors how to install, calibrate, and program your products than your company. You can be an integral part of the CEDIA Certification program by helping certified professionals maintain their certifications.

### **How do I apply to become a CEU Provider?**

Fill out the form on the back of this flier for each class you would like to submit for approval. Please include the class content outline and a sample of the certificate of completion. You can either mail or fax it to the Certification department at CEDIA. See contact information on the back of this flier.

The classes you submit can be offered at CEDIA events or during independent events where your training is available. If you would like to offer your class(es) at a CEDIA event, please be sure to note that on the form. If you would like your company's training web address added to the CEDIA Database of Approved CEU Providers we can do that too!

### **How do CEDIA Certified Professionals get credit for our classes?**

Individuals who attend your training sessions can obtain credit automatically if they pre-register at a CEDIA event, or they can use the Certified Professional CEU Petition form and send it to the Certification department at CEDIA along with evidence of completion and we will add it to their training history.

**For complete information on the CEDIA Certification CEU Program, to download forms, or access the database of approved CEU Providers please visit [www.cedia.org/education/cert\\_ceu.php](http://www.cedia.org/education/cert_ceu.php).**

# CEDIA Certification CEU Provider Petition Form



**Course content outlines and a sample of the certificate of completion are required with this form.**

*Organizations wishing to become a CEDIA CEU Provider may submit education classes to CEDIA for a pre-approved CEU value. Organizations requesting to become CEDIA CEU Providers must complete and submit this form to CEDIA for approval by the Certification CEU Action Team. CEU providers must petition annually to maintain their CEU Provider status. This step is crucial as it ensures that the CEU Provider's educational course is keeping up with standards set by CEDIA. CEU Providers shall be listed on the CEDIA website in the approved course database.*

## Provider Information

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Province \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## Course Information

We would like this class to be offered at the following CEDIA event \_\_\_\_\_  
 Please add our website to your online database of approved classes \_\_\_\_\_

Please indicate your company type:

Manufacturer    Integrator    Consultant    Residential Electronic Systems Contractor    Other \_\_\_\_\_

Course Title \_\_\_\_\_  
Course Length \_\_\_\_\_  
Course Description \_\_\_\_\_  
\_\_\_\_\_

Please indicate the CEDIA Certification you feel your training supports:

Installer Level I    Installer Level II    Designer    Home Theater Design Specialist

\* To view the descriptions and classification systems, go to [www.cedia.org/certification](http://www.cedia.org/certification) and click on the appropriate exam link.

Instructor's Name \_\_\_\_\_  
Instructor's Qualifications \_\_\_\_\_

Is this an online class?    Yes    No  
Are there technical demonstrations?    Yes    No  
Are there hands-on exercises?    Yes    No  
Is there an exam upon completion?    Yes    No  
What is the minimum passing score? \_\_\_\_\_  
Is there a certificate of completion awarded?    Yes    No

CEU provider petitioner's signature \_\_\_\_\_

*By signing and submitting this petition for CEDIA CEUs, you agree that all information contained in this form is current and accurate. Please send the completed form to CEDIA Certification, 7150 Winton Drive, Suite 300, Indianapolis, IN 46268; Fax: 317-280-8527*

*For CEDIA internal use only*

CEU value: \_\_\_\_\_ Class Code: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_