

IEEE Certified Biometrics Professional[®]

CBP Renewal Program Policies and Procedures

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All policies and procedures in this document are subject to change.

INTRODUCTION

Congratulations on earning your IEEE CBP designation! When you became certified, you demonstrated your support of the biometrics profession, as well as your personal commitment to excellence in the field. Your journey, however, has just begun.

Certification renewal demonstrates your continued dedication to stay up-to-date with the rapidly changing biometrics profession. To retain the CBP designation, IEEE requires all certificants to renew every three years by accumulating 60 credits through

- continuing education,
- independent study,
- research and publishing,
- presentations and instruction,
- on-the-job experience,
- service to the profession, or
- re-testing.

HOW THE PROGRAM WORKS

In order to maintain your certification status, you must earn a total of 60 certification renewal credits within a three-year certification renewal cycle. Your renewal cycle begins the day you pass the CBP exam and ends three years later, on the last day of the month in which you passed the exam and earned your certification. For example, if you originally become certified on November 27, 2010, you may begin accumulating credits as of November 27, 2010, and your renewal application deadline is November 30, 2013.

Sample Renewal Cycle Compliance Dates

Original Date Certified	Begin Accumulating Credits	Application Deadline
November 27, 2010	November 27, 2010	November 30, 2013
December 1, 2010	December 1, 2010	December 31, 2013
May 15, 2011	May 15, 2011	May 31, 2014
December 5, 2012	December 5, 2012	December 31, 2015

Special Application Deadline: Certificants who took the CBP exam in late 2009, and became certified in January 2010 when their exams were scored, and certificants who passed the CBP exam during the 2010 spring exam administration window (April 24 – May 31, 2010), will have a special application deadline of June 30, 2013. This special application deadline has been established in recognition of the fact that details of the CBP Renewal Program were not previously available to these certificants.

You may earn the 60 certification renewal credits at any time during your three-year certification renewal cycle. You have the option to earn all of your credits in one year during the course of the three-year cycle. If you earn more than 60 credits during a three-year cycle, the unused credits cannot be carried to the next certification cycle.

The 60 renewal credits can be obtained through biometrics-related continuing education, independent study, research and publishing, presentations and instruction, on-the-job experience, service to the profession, or by re-taking and passing the CBP exam. Refer to

the "Calculating and Documenting Renewal Credits" section of this document for information on activities that are awarded renewal credits.

Certificants will be required to submit an application providing details of the activities and credits earned during their three-year cycle. In addition, supporting documentation of the activities claimed for credits will be required at the time of application.

IEEE will notify certificants whether their application was approved or denied within six weeks of receipt. Certificants who meet the renewal program requirements will maintain their certified status. Certificants who do not meet the renewal program requirements may have their certification status suspended.

APPLYING FOR RENEWAL

Every three years following initial certification, certificants apply for certification renewal. To apply for renewal, certificants must submit

- a completed renewal application,
- supporting documentation, and
- the certification renewal application processing fee (US\$100 IEEE members; US\$125 nonmembers).

The application deadline is the last day of the month in which you originally earned certification.

The application processing fee is due at the time of submission and the fee is nonrefundable, regardless of whether or not the application is approved. This fee is subject to change without notice. Sales tax will be added to the application fee for candidates in New Mexico and West Virginia. For Canadian residents, the applicable Goods and Services Tax (GST) or Harmonized Sales Tax (HST) will be added to your fee.

In addition to a completed application, evidence of the activities you claim for renewal credits will be required in the form of supporting documentation. Supporting documentation could include such things as copies of registrations or receipts, program agendas or brochures, articles, employer letters, and so on.

An online application tool will become available before the first renewal application deadline in 2013. The supporting documentation must be supplied electronically via the online renewal application tool. When you complete your online application, you will be required to attach an electronic file or files containing your supporting documentation.

Recordkeeping

Certificants are responsible for maintaining records of their renewal activities and credits earned so that they are prepared to complete the renewal application and submit supporting documentation before their application deadline. The application will require information on the specific activities claimed for renewal credit. For example, information requested on the application for a continuing education activity would include the title, sponsor name, date(s), duration, location, and the number of credits earned.

In addition, certificants should maintain records of their renewal activities and supporting documentation submission for at least two months following application submission. IEEE may contact you for additional information or clarification of the information submitted before your application can be processed.

Address Updates

It is the certificant's responsibility to notify the IEEE CBP Program of changes to e-mail and mailing addresses to ensure receipt of all certification renewal notifications. To update your contact information, please write to cbprenewal@ieee.org.

Deadline Notification

It is each certificant's sole responsibility to keep track of all renewal deadlines. However, as a professional courtesy, IEEE will attempt to send reminder e-mails to all certificants before their renewal application deadline. We will send the reminders to the e-mail address in CBP exam registration files, so it is important to make sure you provide us with updates if your address changes. Renewal cycles and submission deadlines will not be changed because a certificant did not receive e-mail reminders.

Application Processing

During the application and supporting documentation review process, we may contact you for additional information or clarification on the submitted activities. Applicants will be given a deadline by which a response is due. Failure to supply the requested information by this deadline may result in the application not being approved. If you are asked to provide additional information, you will not be required to pay an additional fee. To avoid being contacted for additional information, supporting documentation should be as complete as possible.

If in reviewing this additional information it is decided that these activities should not have been awarded credit, you will need to provide additional information on additional activities that took place during the certification cycle to maintain the designation. If you are unable to provide any additional activities and are significantly short of the 60-credit requirement, the designation may be suspended.

Revocation of Certification

IEEE reserves the right to revoke your certification or to impose other sanctions for falsifying supporting documentation or information on the certification renewal application, or otherwise violating the policies relating to certification renewal.

SUSPENSION OF CERTIFICATION

IEEE reserves the right to suspend your certification for failure to acquire sufficient credits within your designated three-year cycle or for failure to submit your application, supporting documentation, and payment by your deadline. If your certification is suspended, you will not be permitted to use the CBP designation or be credited with such until you meet the CBP renewal requirements within a maximum of one year beyond the renewal application deadline.

The date of your next renewal cycle will not change after reinstatement to active status from suspended status (the suspension period overlaps the time frame of the next cycle). If you do not meet the requirements within the one-year suspension period, you will lose your credential. If you fail to comply with the CBP Renewal program requirements and lose your credential, you will be required to re-take and pass the CBP exam to restore your CBP designation. The same exam policies, procedures, and fees for first time test takers will apply. Refer to the CBP Candidate Bulletin for information on exam policies, procedures, and fees. The Candidate Bulletin can be found at www.IEEEBiometricsCertification.org under Certification.

APPEALS PROCESS

Certificants may appeal an adverse decision or action related to their renewal application or certification status within 60 days of receiving official notification of the decision or action from IEEE. Appeals must be in writing and must contain the rationale for the appeal and all appropriate supporting documentation. Appeals can be sent by e-mail to cbprenewal@ieee.org or by postal mail to:

IEEE Educational Activities Department
Attn: CBP Renewal Program
445 Hoes Lane
Piscataway, NJ 08850
USA

The CBP Appeals Committee will review and respond to the appeal within approximately 30 days. The decision of the CBP Appeals Committee will be based on established program policy and will be final.

PROGRAM UPDATES

Updated program information may become available. Please visit the IEEE CBP Program website at www.IEEEBiometricsCertification.org for updated versions of this document.

QUESTIONS AND FEEDBACK

Certificants who have questions about the program or who wish to provide feedback on the renewal program should submit their questions and comments in writing to: cbprenewal@ieee.org.

CALCULATING AND DOCUMENTING RENEWAL CREDITS

Certificants can earn renewal credits through a variety of biometrics-related activities organized into seven categories.

- 1. Continuing Education**
- 2. Independent Study**
- 3. Research and Publishing**
- 4. Instruction and Presentations**
- 5. Service to the Biometrics Profession**
- 6. On-the-Job Learning**
- 7. Renewal-by-Examination**

Defining 'Biometrics-Related'

All certification renewal activities must be biometrics-related. In general, if the activity is directly related to the CBP exam content (or body of knowledge) outline, certification renewal credit is awarded. (The IEEE CBP exam content outline can be found in the CBP Candidate Bulletin located at www.IEEEBiometricsCertification.org under Certification.)

If an activity is deemed ineligible, you will not receive credit. If you are not sure if an activity is qualified for renewal credits, you may write to us at cbprenewal@ieee.org before submitting your application with a description of the activity. Your activity description will be reviewed by a committee and we will respond to you via e-mail within three weeks.

Following is information on the activities eligible for renewal credit, the number of credits awarded for each activity, and the documentation required.

1. CONTINUING EDUCATION (60 Credits /Cycle Maximum)

You can earn the entire 60 credits in the continuing education category. Unless otherwise noted, certification renewal credit is awarded on a one-credit-per-hour basis for educational time in biometrics-related continuing education activities. Noneducational time, including time spent in registration, meals, breaks, etc., cannot be included in the hours claimed for renewal credits. For example, the full length of a one-day workshop may be eight hours, but the event includes a one-hour lunch and two 15-minute breaks. In this example, the candidate could claim 6.5 renewal credits for 6.5 hours of education.

CEUs: IEEE recognizes continuing education units (CEUs) awarded through the International Association for Continuing Education and Training (IACET). IACET guidelines state that an agency can award one CEU for every 10 hours of classroom time so a certificant can earn 10 renewal credits per CEU. For example, if a program awarded 1.2 CEUs using IACET criteria, certificants would earn 12 renewal credits.

A. Academic College and University Courses

Graduate level, biometrics-related courses offered by a degree-granting accredited college or university are generally eligible for renewal credits. Biometrics-related undergraduate courses or courses leading to a bachelor's degree or international equivalent may be eligible if the course is not an introductory or a fundamentals course. For example, a General Calculus or Statistics course would not be awarded credits but a Digital Image Processing or Pattern Recognition course would be awarded credits.

Both classroom-based and online biometrics-related college/university courses are eligible for credits. To receive credits for college or university coursework, the certificant must receive a passing grade.

Candidates who wish to determine the eligibility of a specific course before submitting an application should write to cbprenewal@ieee.org and provide a copy of the course description from the course catalog. Inquiries will be responded to within three weeks.

Calculating Credits

One renewal credit is offered for every instructional hour of a college/university course. For example, a 15-week course that includes one three-hour lecture or class session per week would be awarded 45 credits ($3 \times 15 = 45$). The certificant must receive a passing grade in order to earn credits towards renewal. Audited courses are eligible for 10 credits each.

Activity	Credits
Biometrics-related course offered by a degree granting institution	1 credit per instructional hour
Biometrics-related audited course offered by a degree granting institution	10 credits

Supporting Documentation

Supporting documentation for a university or college course includes a grade report or transcript and a description of the course from a course catalog.

B. Structured Educational Programs and Conferences (non college/university credit course)

Biometrics-related structured educational activities include live courses, conferences, workshops, symposia, tutorials, and seminars as well as online educational activities that include a method of assessing comprehension of content delivered or work produced. Activities in this category sponsored by national or international societies, institutes, associations, or consortia; government agencies; or colleges and universities are generally acceptable.

If the educational activity is sponsored by a commercial organization or your employer, for example, you are encouraged to seek approval for the program before submitting an application. For pre-approval, send a request to cbprenewal@ieee.org, providing the program title, name of sponsor, program description, dates, and times (duration). Requests will be responded to within three weeks.

Note that biometrics-related online educational offerings that do not include an assessment are addressed in Category 2 "Independent Study."

Credits Awarded

One credit per instructional hour is awarded (half-hour increments are awarded .5 credits) for activities in this category. Time spent in registration, breaks, meals, and exhibit halls is not eligible for credits. For example, if an eight-hour biometrics-related seminar includes a one-hour lunch break and two 15-minute breaks, certificants should claim 6.5 renewal credits for 6.5 instructional hours.

Activity	Credits
Biometrics-related courses, conferences, symposia, workshops, tutorials, and seminars, including online programs that include an assessment	1 credit per instructional hour (half-hour increments are awarded .5 credits)

Supporting Documentation

Supporting documentation for biometrics-related structured educational activities such as courses, conferences, symposia, seminars, workshops, and online programs that include an assessment include (but is not limited to) a copy of your registration, receipt verifying attendance, certificate of completion, or letter from the sponsor confirming participation. The documentation must include the sponsor's name, title of the program, and dates and location. In addition, a description of the content of the course, conference, or other activity is required.

2. INDEPENDENT STUDY (30 Credits/Cycle Maximum)

Certificants can claim up to 30 credits per renewal cycle for activities in the Independent Study category. Qualifying independent study activities must be biometrics-related, meet a specified purpose, and use knowledgeable resources.

Activities in this category include the following:

- Biometrics-related online educational offerings that do not include an end-of-program assessment, such as webinars (a live or recorded presentation with web-

based delivery of PowerPoint slides or other participant materials), podcasts, and webcasts

- Biometrics-related videos and audiotape recordings
- Biometrics-related books, articles, standards, and conference proceedings
- Formal coaching or mentoring on biometrics-related topics (the coach/mentor as well as the person receiving the coaching/mentoring can earn credits in this category).

Calculating Credits

Activity	Credits
Biometrics-related independent study	1 credit per hour (half-hour increments are awarded .5 credits)

Supporting Documentation

Supporting documentation for an online educational activity that does not include an assessment, such as webinars, podcasts, webcasts, etc., might include a copy of the registration or receipt and a copy of the content description. If the online activity does not require purchase or registration, provide the program title, sponsor’s name, date(s) accessed and location (a webpage URL, for example), and a copy of the program or activity content description.

Supporting documentation for books, articles, conference proceedings, audiotapes, etc., include notes on the title, publisher or provider, date(s), content description, and purpose of research or learning.

For coaching or mentoring activities, provide documentation supporting your reported learning or coaching project, including the purpose of the coaching/mentoring, notes from and dates of discussion, and the name(s) of mentor/coach or person you mentored/coached on biometrics-related topics.

3. RESEARCH AND PUBLISHING (60 Credits/Cycle Maximum)

Certificants can earn the full 60 credits in this category by authoring published, biometrics-related books and articles/papers.

Calculating Credits

Activity	Credits
A. Biometrics-related, peer-reviewed, published article/paper	<u>Author</u> : 10 credits per article/paper <u>Co-Author</u> : 5 credits per article/paper*
B. Biometrics-related published article/paper (non- peer reviewed)	<u>Author</u> : 5 credits per article/paper <u>Co-Author</u> : 3 credits per article/paper*
C. Biometrics-related published book	<u>Author</u> : 40 credits per book <u>Co-Author</u> : 20 credits per book*

**A certificant must have been responsible for a minimum of 15% of the content in order to claim co-author activity credit.*

Supporting Documentation

Supporting documentation for published articles/papers might be a copy of the article/paper or portion of the article/paper that includes the title, the name of the publisher and author(s), name of the journal or other publication, and date of publication.

For books, a copy of the title page and verso with the publication date are acceptable supporting documentation.

4. INSTRUCTION AND PRESENTING (20 Credits/Cycle Maximum)

Certification renewal credit can be earned for serving as an instructor of a biometrics-related course, training session, workshop, etc. Making a formal presentation at a conference, symposia, or within your own organization is also eligible for renewal credit. Presentations that are promotional or sales-oriented would not earn certification renewal credit in this category. Certificants can claim a maximum of 20 credits for instruction and presenting activities per three-year renewal cycle.

Credit is awarded only once for instructing the same course or making the same presentation multiple times during the renewal cycle.

Calculating Credits

Activity	Credits
A. Presenter at biometrics-related conference or symposium. The credits awarded take preparation time into account.	<u>Presenter:</u> 3 credits per presentation hour (half-hour increments are awarded 1.5 credits) <u>Co-presenter:</u> 2 credits per presentation hour (half-hour increments are awarded 1 credit)
B. Instructor or presenter at biometrics-related workshop, tutorial, seminar. The credits awarded take preparation time into account.	<u>Instructor:</u> 1 credit per presentation hour (half-hour increments are awarded .5 credits) <u>Co-instructor:</u> 5 credits per hour (half-hour increments are awarded .25 credits)
C. Presenter for employer or client. The presentation must be biometrics-related and educational rather than promotional or sales-oriented. The credits awarded take preparation time into account.	<u>Presenter:</u> 1 credit per first-time presentation hour (half-hour increments are awarded .5 credits) <u>Co-presenter:</u> .5 credits per presentation hour (half-hour increments are awarded .25 credits)
D. Instructor of a biometrics-related college/university credit course. The credits awarded take preparation time into account.	<u>Instructor:</u> 2 credits per instructional hour (half-hour increments are awarded 1 credit) <u>Co-instructor:</u> 1 credit per instructional hour (half-hour increments are awarded .5 credits)
E. Instructor of biometrics-related course (non-college/university credit course).	<u>Instructor:</u> 1 credit per instructional hour (half-hour increments are awarded .5 credits) <u>Co-instructor:</u> .5 credits per instructional hour (half-hour increments are awarded .25 credits)

Supporting Documentation

Supporting documentation for courses taught at a college or university should include a copy of the syllabus and course title and description from the course catalog.

For instruction of a non-college/university course or workshop, tutorial, etc., supporting documentation might be a copy of the brochure or flyer that includes the class title, date(s), location, content description, and your name as instructor or co-instructor.

Supporting documentation for a conference presentation might include a copy of the brochure or program and must list the presentation title; date; your name as the presenter, co-presenter, or panel member; and a description of the presentation.

Supporting documentation for a presentation made for your employer or client should include the presentation topic, date, purpose, and content description provided on company letterhead and signed by a supervisor.

5. SERVICE TO THE BIOMETRICS PROFESSION (15 Credits/Cycle Maximum)

Certification renewal credit is awarded for certificants who support the biometrics profession by contributing their biometrics expertise in areas outside of their workplace. This category recognizes the importance of "giving back" to the profession and volunteering one's professional knowledge to the community. The maximum number of certification renewal credits that can be accumulated in this category over a three-year period is 15.

Volunteer activities typically awarded credit includes those within a national or international biometrics-related society, institute, or not-for-profit association.

Calculating Credits

Activity	Credits
A. Officer of biometrics-related society or not-for-profit association	5 credits per year
B. Officer or chair of committee/council (governing, conference, standards, journal, etc) of biometrics-related society or not-for-profit association	3 credits per year
C. Committee/council member (governing, conference, standards, journal, etc) of biometric-related society or not-for-profit association	2 credits per year
D. Member of national or international working group	3 credits per year
E. Reviewer of articles or papers for biometric-related publication or conference Note: If a candidate's service on a committee consists of reviewing articles or papers, the candidate cannot claim credits both in this category and categories 4B and 4C for the same activity	1 credit per paper/article
F. IEEE CBP Exam Item Writer*	10 credits per IEEE CBP item-writing workshop
G. IEEE CBP Committee member	15 credits per year

**To add your name to the list of potential CBP exam item writers (items are the exam questions plus their four possible answers), please write to cbprenewal@ieee.org.*

Supporting Documentation

Supporting documentation for volunteer services as an officer, chair, or member of a committee/council includes a letter on society/association letterhead confirming position (organization officer or committee officer, chair, or member) held and dates of service.

Supporting documentation for volunteer service as a reviewer includes a letter on society/association letterhead confirming reviewer status, dates of service, and number of articles or papers reviewed.

Although service on an IEEE CBP committee or at a CBP item-writing workshop should be claimed on the application, no supporting documentation is required since IEEE will be able to confirm participation in these activities.

6. ON-THE-JOB EXPERIENCE (30 Credits/Cycle Maximum)

Certification renewal credit can be earned for a first-time work experience if that activity adds to your understanding of the CBP body of knowledge/exam content outline (the IEEE CBP exam content outline can be found in the CBP Candidate Bulletin located at www.IEEEBiometricsCertification.org under Certification). In other words, if the experience has a "value-added" feature in the final work product that requires a certificant to learn new things, then certification renewal credit can be earned. Projects that are part of your every day job responsibilities are not eligible for credits. If you spend a substantial amount of time on the work product (in excess of the maximum allowed), you may request only the maximum allowed in the category. It is important that you include in the description how the experience added to your biometrics knowledge.

Note that any time spent researching as part of the first-time work experience cannot also be claimed for credits under the Independent Study category.

In addition, credits can be earned for experience gained through employment as a biometrics practitioner or a provider of biometrics-related services. More than 1,500 hours of employment or providing services in a 12-month period is awarded 10 credits. If a job or the services rendered are not fully biometrics-related, certificants can claim partial credit. For example, if 50% of a certificant's job responsibilities are biometrics-related, the certificant can claim five credits per year.

Calculating Credits

Activity	Credits
A. First-time biometrics-related work experience leading to new learning	1 credit per hour of first-time work experience
B. Biometrics practitioner or provider of biometrics-related services	10 credits for more than 1,500 hours in a 12-month period

Supporting Documentation

For a first-time work experience, a written explanation of the project, the learning gained, and hours devoted to the experience is required as supporting documentation.

Supporting documentation of on-the-job experience is a letter from your employer or supervisor confirming the certificant has provided biometrics-related services for more than 1,500 hours in a 12-month period. For self-employed certificants, letters from clients whom you have served will be accepted.

7. RENEWAL BY EXAMINATION (60 Credits/Cycle Maximum)

Most certified professionals may prefer to meet CBP renewal requirements through continuing education and other eligible activities. Some certified professionals, however, may prefer to renew by retaking the IEEE CBP exam. Certification renewal-by-examination candidates must:

- Wait at least two testing windows from their beginning certification date before re-taking the exam.
- Take and pass the exam before their certification cycle ends.

Renewal-by-examination candidates are subject to the same exam policies, procedures, and fees as first-time exam takers. Please refer to the CBP Candidate Bulletin for this information.

Calculating Credits

Activity	Credits
Retake and pass the CBP exam	60 credits

Supporting Documentation

No supporting documentation is required.

RENEWAL ACTIVITY AND CREDIT SUMMARY

The following summary of the biometrics-related renewal activities and credits is provided as a quick reference guide. Certificants are expected to read the full information on activities and credits on the preceding pages.

Category	Activity (must be biometrics-related)	Credits
Continuing Education (60 Credit Maximum)	College/university courses	1 credit/classroom hour
	Structured educational courses (non-college/university) and programs such as conferences, symposia, etc.	1 credit/classroom or educational hour
Independent Study (30 Credit Maximum)	Webinars, podcasts, webcasts, videos, audio recordings	1 credit/educational hour
	Books, articles, standards, conference proceedings	1 credit/educational hour
	Mentoring/Coaching	1 credit/educational hour
Research and Publishing (60 Credit Maximum)	Published, peer-reviewed article/paper	Author: 10 credits Co-author: 5 credits
	Published article/paper (non-peer reviewed)	Author: 5 credits Co-author: 3 credits
	Published book	Author: 40 credits Co-author 20 credits
Instruction and Presentation (20 Credit Maximum)	Presenter at conference or symposium	Presenter: 3 credits/ presentation hour Co-presenter: 2 credits/presentation hour
	Instructor or presenter at workshop, tutorial, seminar	Instructor: 1 credit/instructional hour Co-instructor: .5 credits/instructional hour
	Presenter for employer or client	Presenter: 1 credit/hour Co-presenter: .5 credits/hour
	Instructor of a college/university credit course	Instructor: 2 credits/instructional hour Co-instructor: 1 credit/instructional hour
	Instructor of course (non-college/university credit course)	Instructor: 1 credit/instructional hour Co-instructor: .5 credits/instructional hour
Service to the Profession (15 Credit Maximum)	Officer of society or association	5 credits/year
	Officer or chair of society/association committee	3 credits/year
	Committee/council member of society or association	2 credits/year
	Member of national or international working group	3 credits/year
	Reviewer of articles/papers for publication/conference	1 credit /paper, article
	IEEE CBP Exam Item Writer	10 credits/IEEE CBP item-writing workshop
	IEEE CBP committee member	15 credits/year
On-the-Job Experience (30 Credit Maximum)	First-time work experience leading to new learning	1 credit/hour of first-time work experience
	Practitioner or provider of services	10 credits for more than 1,500 hours a year
Renewal by Examination (60 Credit Maximum)	Re-take and pass the CBP exam	60 credits