How to Submit CECs Online
Credential Holders Guide

Click on the "Log In/Sign up" link to log into your BICSI profile or create a new BICSI profile, if you do not already have one

- **Please verify that your BICSI profile has a business address, home address and cell phone number**

When you are logged in, click on the "My Account" link

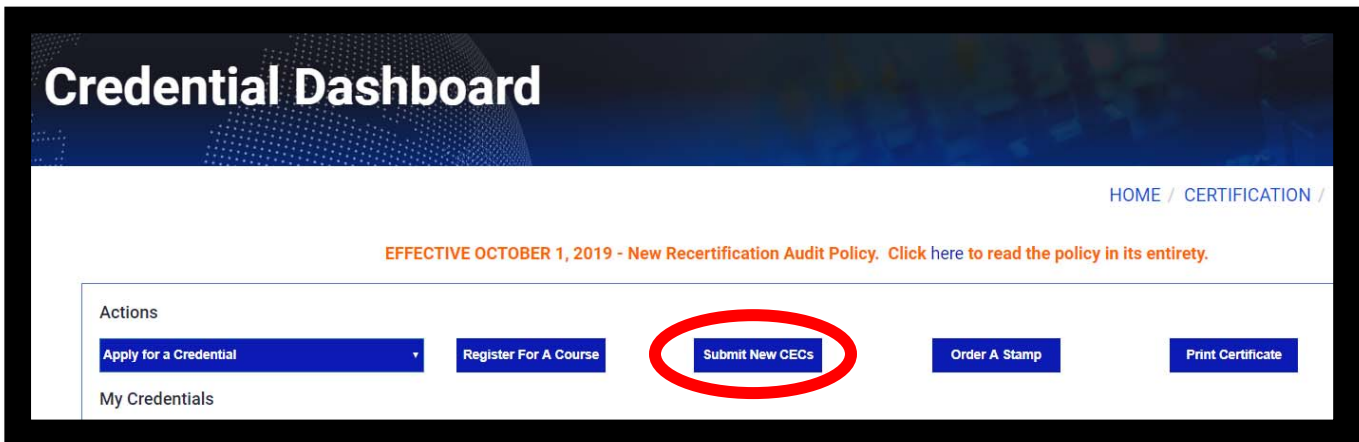**On the "My Account" screen, click on the "Credential Dashboard" link**

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Click on the "Submit New CECs" box

- **Each CEC submission must be submitted individually. Please do not submit more than one certificate of completion in a single submission.**
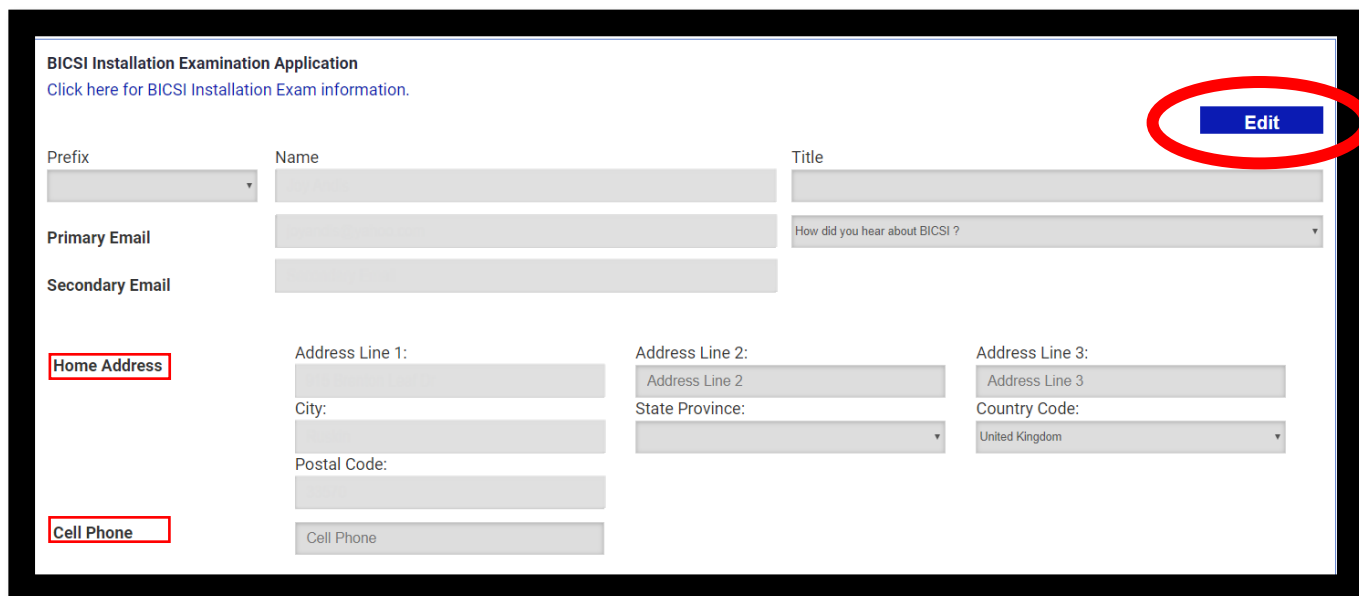
Verify that your personal information is correct, including home address and cell phone numbers. To change or update, click on "Edit"

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In the "Event Name" box, enter the Event ID on the certificate or the Course name, exactly as it appears on the certificate

Course Details and Documentation

*Event Name:

High-Capacity Cabling Systems - LIVE WEBINAR 5/23/19 (OV-END-NH-0419-2) - (OV-END-NH-0419-2)

A drop-down should populate events that have already been pre-approved for CECs. If your event is shown, click on it. If it is not shown in the drop-down list, enter the complete title of the event, exactly as it appears on the certificate

- **For courses that are not pre-approved for CECs, documentation about the course topic, a timed agenda and a detailed syllabus must be submitted for the course to be evaluated and approved for CECs**

If the Event was selected from the drop down, enter the Event start and end dates

- **If the event was not in the drop down, all fields must be completed for evaluation**

Course Details and Documentation

*Event Name:

High-Capacity Cabling Systems - LIVE WEBINAR 5/23/19 (OV-END-NH-0419-2) - (OV-END-NH-0419-2)

Event Dates: **to:**

2/3/2020   2/4/2020

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Select the format the event was given in

Click on the "Attachment Category" drop down to indicate which type of document you are attaching and then click on "Choose File" to select a document to attach and then click "Upload"

- **An attachment is required for all CEC submissions**

Click "Submit"