



## **INSTRUCTIONS FOR COMPLETING THE CONTINUING EDUCATION FORM**

All ISCET certifications must be renewed every two years and will receive the designation “**Registered**” ® using this form. (NOTE: Certifications with a stated expiration date will expire on that date.) To renew certifications in your area(s) you must; (1) pass an ISCET Journeyman Test within the past twenty-four (24) months, (2) complete twenty (20) clock hours of electronics and/or business continuing education within the past twenty-four (24) months for your area(s), (3) be the instructor for classes for the necessary number of hours in the area(s) or (4) any combination of (2) and (3) above. A 60-day grace period is allowed for renewal of certification(s) after expiration; otherwise the exam(s) must be taken again.

**\*\*\*\*\*To register your certification(s), please complete this form and remit the following required fees:**

- **Current ISCET members are registered at NO Charge (see exception for CSM)**
- **ISCET Non-Member Registration Fee – First Certification - \$50 (non-refundable)\*\***
- **Each Additional Certification - \$10 each. (non-refundable) ( The maximum fee is \$70 which will include automatic membership enrollment in ISCET)**
- **CSM renewal for non-NESDA members - \$50 (non-refundable) \*\* Current NESDA only members are FREE for CSM only)**

**\*\*If your continuing education form is rejected, there are no refunds; however, additional information to meet the qualifications may be submitted within sixty (60) days.**

Please carefully read the following qualifications and instructions necessary to correctly complete the continuing education form:

- (1) Please use the Continuing Education Clock Hour Chart for determining eligible clock hour credit.
- (2) If you passed a CET test within the past two years, please fill in the test information.
- (3) For each item that you are submitting on the continuing education form, enter ALL of the requested information. FAILURE TO FILL IN ALL REQUESTED INFORMATION WILL RESULT IN THE REJECTION OF THE CONTINUING EDUCATION FORM.
- (4) List only the activities that you have completed within the past twenty-four (24) months.
- (5) Clock hours are eligible only for the time you actually spent in the classroom receiving instruction. Subtract all breaks, meals, introductions, registration, and any other non-instruction time. The same applies for educational meetings/programs.
- (6) Instructors, Professors and Teachers of secondary, post-secondary or trade school credit courses may count each credit hour taught as one (1) clock hour. You may also count one (1) clock hour for preparation time for every three credit class taught. Classes lasting less than forty-five (45) scheduled minutes do not count.
- (7) Non-Technical certifications only can receive continuing education credit for the following:
  - (a) Business training
  - (b) Business management courses
  - (c) Association Business
- (8) To obtain continuing education credit for a graded course you must obtain an average of "C" or above. If graded on “PASS”/ “FAIL” you must have received “PASS”.
- (9) Individual self-study counts for no more than ten (10) of the required clock hours. Books, articles, audio and video lectures must cover technical subjects.
- (10) ISCET Learning Programs will earn the CEUs shown. All twenty (20) clock hours can be earned with the ISCET Learning Programs.
- (11) Please total all of your hours.

Send the Continuing Education Form and the required fees to ISCET. Please keep a copy of the form and maintain the supporting documentation. Do not send supporting documentation with your form. Keep all supporting documentation on hand and available. If you are notified that your application is being audited, you must submit the documentation to support your application within thirty (30) days. Review of this form may take up to thirty (30) days.



## CONTINUING EDUCATION CLOCK HOUR CHART

Type of Clock Hour  
Credit Activity

How to Calculate the Eligible Clock Hour Credit

<b>Technical College Courses</b>	1 semester credit hour is equal to 15 clock hours	1 quarter credit hour is equal to 10 clock hours	1 trimester credit hour is equal to 15 clock hours
<b>Audit of Technical Academic Classes</b>	1 semester credit hour is equal to 6 clock hours	1 quarter credit hour is equal to 4 clock hours	1 trimester credit hour is equal to 6 clock hours
<b>ISCET Learning Programs</b>	CEUs as shown for each course on course listing		
<b>Technical Classes Without Academic Credit; Educational meeting or program</b>	60 minutes of actual class, technical meeting, or technical program time equals 1 clock hour. Signed Form Required		
<b>Individual Self Study</b> **up to 10 of the required 20 clock hours **all summaries must also include the title, author, publisher, and publication dates	250 word summary of 1 technical book equals 1 clock hour	250 word summary of 1 technical article equals 0.25 clock hour	250 word summary on a 1/2 hour of a technical audio or video lecture counts as 0.5 clock hour. (1 hour would be 1 clock hour, etc.)
<b>Teaching Experience</b> Maximum credit = 10 clock hours except full time instructor/trainer	One semester credit hour is equal to one clock hour. One additional clock hour for each credit class taught for preparation time	This credit can be used for technical or non-technical renewals	Seminar classes taught are credited by actual face time
<b>Work Experience</b> Maximum Credit = 10 clock hours	Documentation of up to 2500 hours' work in the field related to the certification. Verification Form required.	This credit can be used for technical or non-technical renewals	
<b>Publishing</b> Articles, Study Guides, Books, etc.	Publication must be submitted to ISCET for review and determination of clock hour credit. Must submit 45 days before renewal	This credit can be used for technical or non-technical renewals	
<b>Customer Service Exam (CSR)</b>	Technicians working with the public can receive 5 hours clock time for passing this exam	CSM renewal applications can also count 5 hours credit for passing this exam	
<b>Language Study (CSR renewal ONLY)</b> Maximum Credit=5 Clock Hours	CSR renewals may count up to 5 clock hours for study of a foreign language through a school or self-study. Proof of class required.		
<b>Business Courses (CSM or CSR ONLY)</b>	1 semester credit hour is equal to 15 clock hours	1 quarter credit hour is equal to 10 clock hours	1 trimester credit hour is equal to 15 clock hours
<b>Audit of Business Academic Classes (CSM or CSR ONLY)</b>	1 semester credit hour is equal to 6 clock hours	1 quarter credit hour is equal to 4 clock hours	1 trimester credit hour is equal to 6 clock hours
<b>Business Classes Without Academic Credit; Educational meeting or program</b>	60 minutes of actual class, business meeting, or business program time equals 1 clock hour. Signed Form Required		
<b>Association Activities (CSM ONLY)</b> Maximum Credit=10 clock hours	Attendance at board meetings, membership meetings, town halls or committee meetings. (Maximum of 2 clock hours per meeting)		



# CONTINUING EDUCATION FORM

Certification Type (Ex. CET, MST, CSM, etc.) \_\_\_\_\_ Number \_\_\_\_\_  
(Use one form for each certification being renewed)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone # \_\_\_\_\_ Email Address \_\_\_\_\_

Fee Paid: \_\_\_\_\_ ISCET Membership Exp. Date (current ISCET member) \_\_\_\_\_  
NESDA membership Exp. Date (for CSM renewal only) \_\_\_\_\_

I passed the \_\_\_\_\_ Journeyman Exam. Certification Date \_\_\_\_\_

ITEM	TITLE & SUBJECT MATTER	SPONSOR'S CITY&STATE	ACTIVITY TYPE	DATES	GRADE	CLOCK HOURS
1.						
2.						
3.						
4.						
5.						
6.						
7.						

If more than one continuing education form is needed, please make copies of this form and sign each one.

TOTAL NUMBER OF HOURS ON PAGE 1: \_\_\_\_\_

TOTAL NUMBER OF HOURS ON PAGE 2: \_\_\_\_\_

TOTAL NUMBER OF HOURS SUBMITTED: \_\_\_\_\_

I state that these are actual Continuing Education Hours for this two (2)-year period. I affirm that I have participated in and have successfully completed all activities listed. If audited, I will supply supporting documentation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Twenty (20) clock hours are required for each continuing education cycle.

For ISCET office use only: Validation \_\_\_\_\_ Date \_\_\_\_\_

Audited: [ ] yes [ ] no Date of Audit: \_\_\_\_\_ Initials of Auditor \_\_\_\_\_

Send this form and required fees to: **ISCET- PO Box 378, Hillsboro, TX 76645**

**Ph: 817-921-9101; Fax: 817-921-3741**

(Revised 06/17/2013)

# GAIN CONTINUING EDUCATION UNITS!



## Call Now For More Information



To Order: Web: [www.iscet.org](http://www.iscet.org) Phone: (800) 946-0201 ext. 116 Fax: (817) 921-3741



### Unit 103 • Using mathematics in the Plant:

___ Lesson 103.1 - Whole Numbers .....	\$28.50
___ Lesson 103.2- Common Fractions .....	\$28.50
___ Lesson 103.3- Decimal Fractions .....	\$28.50
___ Lesson 103.4- Ratios / Proportions .....	\$28.50
___ Lesson 103.5- Powers & Roots .....	\$28.50
___ Lesson 103.6- Calculators .....	\$28.50
___ Lesson 103.7- Geometry .....	\$28.50
___ Lesson 103.8 Algebra .....	\$28.50
___ Lesson 103.9- Using Formulas.....	\$28.50
___ Lesson 103.10- Trigonometry.....	\$28.50
___ Complete 10 Lesson Course .....	\$89.00

### Unit 104 - Making Measurements:

___ Lesson 104.1 - Units of Measurement.....	\$28.50
___ Lesson 104.2 - Metric Measurements .....	\$28.50
___ Lesson 104.3- Linear Measurements .....	\$28.50
___ Lesson 104.4- Comparison/Surface Measurement.....	\$28.50
___ Lesson 104.5- Measuring Bulk Materials .....	\$28.50
___ Lesson 104.6 - Measuring Motion .....	\$28.50
___ Lesson 104.7- Measuring Forces .....	\$28.50
___ Lesson 104.8- Measuring Temperatures .....	\$28.50
___ Lesson 104.9 - Measuring Fluids .....	\$28.50
___ Lesson 104.10- Measuring Electricity.....	\$28.50
___ Complete 10 Lesson Course .....	\$89.00

### Unit 201 - Understanding Basic Electricity & Electronics:

___ Lesson 201.1 -Introduction to Electricity.....	\$28.50
___ Lesson 201.2- Static Electricity .....	\$28.50
___ Lesson 201.3- Current Electricity .....	\$28.50
___ Lesson 201.4 - Magnetism .....	\$28.50
___ Lesson 201.5 - Current, Resistance, Potential Difference.....	\$28.50
___ Lesson 201.6 - Electrical Components.....	\$28.50
___ Lesson 201.7- Conductors .....	\$28.50
___ Lesson 201.8 - DC Circuits.....	\$28.50
___ Lesson 201.9 - AC Circuits .....	\$28.50
___ Lesson 201.10- Electronics .....	\$28.50
___ Complete 10 Lesson Course .....	\$89.00

### Unit 202 - Using and Maintaining Batteries & DC Circuits:

___ Lesson 202.1 -Electrochemical Action.....	\$28.50
___ Lesson 202.2- Battery Characteristics.....	\$28.50
___ Lesson 202.3 - Kinds of Batteries.....	\$28.50
___ Lesson 202.4 - Maintaining Lead-Acid Batteries .....	\$28.50
___ Lesson 202.5.. Charging Lead-Acid Batteries .....	\$28.50
___ Lesson 202.6- Solving Problems in DC Circuits.....	\$28.50
___ Lesson 202.7- DC Series Circuits .....	\$28.50
___ Lesson 202.8- Parallel Circuits.....	\$28.50
___ Lesson 202.9- Series-Parallel Circuits .....	\$28.50
___ Lesson 202 10 - DC Circuits in Use .....	\$28.50
___ Complete 10 Lesson Course .....	\$89.00

### Unit 203 • Using & Maintaining Transformers & AC Circuits:

___ Lesson 203.1 .. Principles of Alternating Current .....	\$28.50
___ Lesson 203.2 - Mathematics in AC Circuits.....	\$28.50
___ Lesson 203.3 .. Inductance & Inductive Reactance .....	\$28.50
___ Lesson 203.4- Capacitance & Capacitive Reactance .....	\$28.50
___ Lesson 203.5 .. Impedance.....	\$28.50
___ Lesson 203.6- Power & Energy in AC Circuits .....	\$28.50
___ Lesson 203.7 - Three-Phase Circuits.....	\$28.50
___ Lesson 203.8 . Principles of Transformers.....	\$28.50
___ Lesson 203.9 - Transformer Applications .....	\$28.50
___ Lesson 203.10 - Maintaining Transformers .....	\$28.50
___ Complete 10 Lesson Course.....	\$89.00

### Unit 204 • Electrical Measuring Instruments:

___ Lesson 204.1 .. Principles of Meter Operation .....	\$28.50
___ Lesson 204.2.. Ammeters, Voltmeters, & Wattmeter .....	\$28.50
___ Lesson 204.3- Resistance Measurement.....	\$28.50
___ Lesson 204 4 - Multimeters.....	\$28.50
___ Lesson 204.5 - Oscilloscopes.....	\$28.50
___ Complete 5 Lesson Course.....	\$82.00

**EACH UNIT COURSE COMPLETED IS  
WORTH 10 CLOCK HOURS OR 1 CEU.**

# SYSTEM LESSONS

**Unit 251 - Semiconductors:**

___ Lesson 251.1 - Introduction to Semiconductors .....	\$28.50
___ Lesson 251.2- Environmental Conditions.....	\$28.50
___ Lesson 251.3- Printed Circuit Boards.....	\$28.50
___ Lesson 251.4 - Transistors/Integrated Circuits .....	\$28.50
___ Complete 5 Lesson Course .....	\$69.00

**Unit 252 • Power Supplies:**

___ Lesson 252.1 - Power Supplies/Power Conditioners .....	\$28.50
___ Lesson 252.2- Cells and Batteries.....	\$28.50
___ Lesson 252.3- Rectifiers.....	\$28.50
___ Lesson 252.4- Filters.....	\$28.50
___ Lesson 252.5- Voltage Regulators .....	\$28.50
___ Lesson 252.6- Troubleshooting Power Supplies .....	\$28.50
___ Complete 6 Lesson Course.....	\$86.00

**Unit 253 - Amplifiers:**

___ Lesson 253.1 - Introduction to Amplifiers .....	\$28.50
___ Lesson 253.2- Single-Stage Amplifiers.....	\$28.50
___ Lesson 253.3 - Performance & Multistage Amplifiers.....	\$28.50
___ Lesson 253.4 - OPamps.....	\$28.50
___ Lesson 253.5 - Troubleshooting Amplifiers.....	\$28.50
___ Complete 5 Lesson Course.....	\$69.00

**Unit 254 - Oscillators:**

___ Lesson 254.1 - Introduction to Oscillators .....	\$28.50
___ Lesson 254.2 - Flip-Flops.....	\$28.50
___ Lesson 254.3 - Logic Clocks .....	\$28.50
___ Lesson 254.4 - Filters & Waveforms.....	\$28.50
___ Lesson 254.5- Troubleshooting Oscillators .....	\$28.50
___ Complete 5 Lesson Course.....	\$69.00

Please allow 3 weeks for delivery when using a personal check. Money Orders & credit cards are processed within 10 business days. Texas residents multiply dollar amount by 8.25% for sales tax.

Payment Enclosed:    Check    Money Order    MasterCard or Visa only

**Shipping Chart:**

Credit Card#: \_\_\_\_\_

Exp Date: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Subtotal Before Order	Total S/H for Order*
\$14.95-\$49.95 .....	\$6.05
\$49.96 - \$99.95 .....	\$7.15
\$99.96 - \$149.95 .....	\$8.25
\$149.96 and above.....	\$11.00

\*For Canadian orders please add an additional \$5 to S/H. All other countries add an additional \$10 to S/H charges. Please visit our website [www.iscet.org](http://www.iscet.org) for more information.