

BACKGROUND

Our existing Certificate Member (CM) and Certificate Member Specialist (CMS) credentialing system was established many years ago and was created to satisfy the standards at the time. For decades, the program design has been to pass the test one time earns the credential for as long as the Member's Society dues are current. It was understood that, if a Member stayed active in RSES, they would attend or teach training classes and seminars, allowing them to stay at the forefront of the industry in terms of knowledge. The industry has grown and advanced at an exponential rate over the past 20-30 years and now requires that those in the industry not only experience HVACR, but also learn from others to be able to grasp all the knowledge required to perform job tasks efficiently and accurately.

More and more governing bodies and licensing agencies are requiring proficiency tests and continuing education to be allowed to practice the trade. RSES has always prided itself in being THE training authority that has great training and testing. The lack of a requirement for continuing education has slowly pushed the CM, CMS, and SM status, in the eyes of industry and Government, to a meaningless certification. These elevated statuses are losing their recognition to other certifications as they only measure and therefore indicate what was known by the test candidate at the time of testing.

For RSES to get back to the top of the Training Authority ladder, RSES certifications must mean something a year or ten down the road. Industry standards require continuing education to satisfy the recertification of individuals in a trade to assure that they are keeping up with the current state of the industry. As many RSES Members not only attend seminars and take courses, while many teach seminars and courses, it should not be hard to implement a system that shows Members are continuing to remain at the forefront of the Industry.

That being said, there are many Members that have retired and or are not actually practicing the trade anymore. Any Member who has taken the time and gained the knowledge to become a Certificate Member, Certificate Member Specialist, or Specialist Member should continue to be commended for their knowledge and we in no way want to diminish their accomplishments. The E & E board feels that if a Member wants to continue improving their skills in this industry they must continue gaining the knowledge required to keep current. With RSES members being some of the industry's most knowledgeable, once an individual stops upgrading, expanding, or improving their knowledge, they begin to fall behind the industry requirements and that is reflected in their level of competency and skill.

PROGRAM IMPLEMENTATION AND REQUIREMENTS

1. At the start of this program, All Certificate Member (CM), Certificate Member Specialist (CMS), and Specialist Member (SM) classes will indicate the Member has attained a certification in one or more fields of expertise valid for a period of five (5) years.
2. Thereafter, upon passing a CM, CMS, or SM test the Member would be certified for a period of five (5) years.
3. Members with a current status of CM, CMS, or SM will have five (5) years to acquire 60 CEHs for CM status or 90 CEHs for CMS or SM status to maintain their certification. Members may enter into the Certification program by taking a CM or SM test and upon passing will have five (5) years to acquire 60 CEHs for CM or 90 CEHs for a CMS or SM to maintain their certification. Thereafter each Member that desires to remain an active participant in the certification program is required to obtain the equivalent of at least 60 CEHs if a CM and 90 CEHs if a CMS or SM over a five (5) year period.
4. A Member that has attained the age of 60 at the time they need to recertify can elect to opt out of the recertification process by selecting the "Exempt" status and so indicating said status. *NOTE:* This is not mandatory, a Member can continue in the certification program, earning continuing education credit.
5. A section will be set up in the Members-only online profile of the RSES website to help Members keep track of their Credits counting towards recertification.
6. When renewing membership dues, Members will automatically get their recertification if they have enough Credits allocated for each specialty.
7. Members may submit information to Headquarters indicating the course #, date of passing the test or attending the approved course or seminar, if not already in the database.
8. The Member is responsible for keeping track of their own Credits.
9. When renewing, a Member would need 60 CEHs for CM status and 90 CEHs for CMS or SM status, which can be entered at renewal or at the time of attending the training.
10. If less than the required Credits are indicated at the time of renewal, a Member will have "pending" placed after their status and have 90 days to submit additional CEH documentation, attain the balance of the Credits or take the current test for that certification. If at the end of the 90 days they still do not have the required credits they will be required to take the current CM or SM test within one (1) year to recertify and retain the other status.

11. Credits for specific training courses and seminars may be authorized by the E & E Board or a designated Employee at headquarters.
12. NATE, ASHRAE, ACCA, PHCC, and other similar trade organization's Credit hours are acceptable as authorized by the E & E board or their assigns.
13. Approved Chapter training and NATE certification training will also be assigned CEHs by the E & E board or their assigns.
14. Non trade and other organizations Credits may be considered on a case by case basis by the E & E Board or their assigns.
15. Online and home study courses may be included in the approved list if they contain a procedure for validating that the course was actually participated in and approved by the E & E Board or their assigns.
16. Teaching an approved course is equal to double the course hours once each year, as the Trainer is expected to keep the training current; i.e. teaching the same 8 hour class five times per year is worth 16 CEHs, not 80.
17. Chapter educational meetings may count towards Credits if approved training occurs AND either a participation list that includes the Member information required is turned in to Headquarters by a Chapter Officer or the Member receives a Certificate of Attendance for the approved training and submits a copy to Headquarters for credit.
18. Participation in Chapter meetings as an Officer, Regional Associations as a Delegate, or Seminar Committees will all be assigned five (5) credits per year, up to a maximum of ½ of the required credit hours for recertification. Credit hours must be entered by the Member in the database, and may be required to be verified.
19. If insufficient Credits are attained, the Member can take the current test for the CM or a Specialist test within one (1) year and if they pass, get the credit they need to maintain their status.
20. If, after the one (1) year grace period for recertification expires, and the Member has not taken the current test to recertify, they will lose their status in the Certification program and it shall be so indicated.

EDUCATIONAL & EXAMINING BOARD and STAFF PROCEDURES

1. RSES International will create a database of approved courses and seminars with the applicable CEHs and assign a unique tracking number to each.
2. The E & E Board and/or a designated Employee at headquarters will maintain the list of approved courses with their specialty and CEHs.
3. The E & E Board and/or a designated Employee will initially populate the database with current RSES and NATE approved training and CEHs. Future additions may be ad hoc or based on a request submitted by a Member, Trainer, or Group.
4. RSES International will create a database linked to the Member where they can submit their CEHs for approval.
5. The Member should be able to submit, view, and correct submissions of approved CEHs unassisted online.
6. The Member should be able to submit courses that have not been reviewed, unassisted, that will get a pending indication. Those courses, upon review by the E & E Board or their assigns, will be changed to either “approved”, “needs additional review”, or “NOT approved”.
7. The Member will be responsible for submitting enough documentation for the E & E Board or their assigns to make a decision on whether to accept the training and the correct number of CEHs to assign to it.
8. A Member may request an additional review from the E & E Board if a course has been “NOT approved” and may supply additional documentation as to why the training should be “approved”.
9. Additionally, the Trainer or approved representative may submit requested documentation for review of a course or seminar.
10. The Trainer or approved representative may supply a list of RSES Members that attended the training session to RSES Headquarters for entering in the Member database. The list submitted must contain legible, valid, current, and correct Member Name, Member signature, and Member number for each member requesting credit. NOTE: This is an option, Members must keep track of their own records, and they must monitor their own CEH information! A form indicating the information required will be available on the web site and can be used as a sign in sheet.
11. The designated RSES Employee will initially review a course or seminar not already on the list and make a decision as to whether it is “approved”, “needs additional review”, or is “NOT approved”.

12. The designated RSES Employee will submit the “needs additional review” and “NOT approved” cases to the E & E board on a regular basis for their review.
13. All courses and seminars are subject to additional review at any time by the E & E Board for approval, content and CEHs.
14. If a Member has submitted credit for and was approved at a certain CEH, they will not lose those CEHs, barring misrepresentation, should the CEHs change at a future review by the E & E Board.
15. If a training review by the E & E Board increases the number of CEHs and the content of the training has not changed since the Member attended the training, the additional CEHs may be added to that Members record.
16. RSES International and the E & E Board or their assigns are to make the process of recording credit for CEHs as smooth as is possible for the Members.