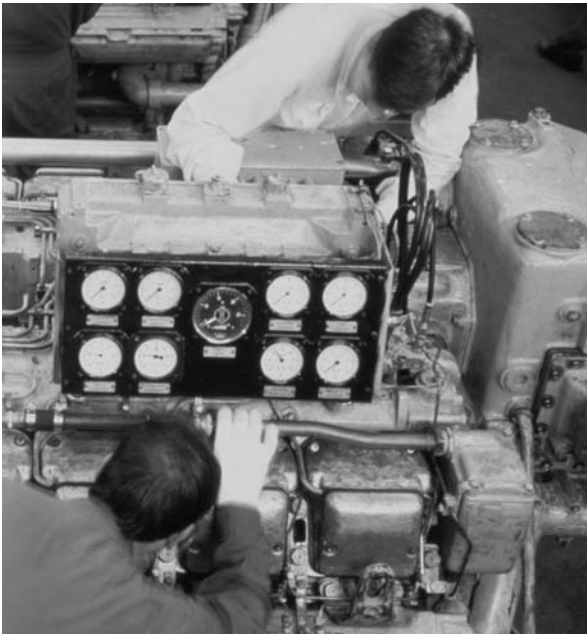


Renewal Guidelines

- Your CCST certification is valid for three years; then you must renew.
- PDPs claimed on the Renewal Application must be earned during the three-year certification period.
- Applications are subject to audit. If selected, you will be notified by mail to submit signed documentation for the PDPs claimed on your application.
- If you have received multiple levels of CCST, you only maintain the highest level through renewal.
- Applicants who choose to test for renewal and fail have six months to retest. If six months pass, the certificate will lapse.



Why Should You Renew?

- 1 Increase your potential for salary raises and promotions.
- 2 Continue to verify your job skills and credibility in job performance.
- 3 Earn respect and recognition among peers and your employer.
- 4 Provide documentation for FDA, OSHA, and ISO 9000.
- 5 Maintain the third-party documentation of your instrumentation experience.

ISA
67 Alexander Drive
P.O. Box 12277
Research Triangle Park, NC 27709
PHONE (919) 549-8411
FAX (919) 549-8288
E-MAIL info@isa.org
www.isa.org



Founded in 1945, ISA (www.isa.org) is a leading, global, nonprofit organization that is setting the standard for automation by helping over 30,000 worldwide members and other professionals solve difficult technical problems, while enhancing their leadership and personal career capabilities. Based in Research Triangle Park, North Carolina, ISA develops standards; certifies industry professionals; provides education and training; publishes books and technical articles; and hosts the largest conference and exhibition for automation professionals in the Western Hemisphere.



Standards
Certification
Education & Training
Publishing
Conferences & Exhibits



ISA's Certified Control
Systems Technician®
(CCST®) Renewal Policies

Setting the Standard for Automation™

Chances are you have already earned the Professional Development Points (PDPs) you need to renew.

How do I keep my certification active?

You will receive notices from ISA when your renewal date approaches. Your certification expires on the date printed on your certificate.

If you don't send in your renewal application showing your PDPs on or before the end of the certification period, your certification will expire.

If your certification expires, it can be returned to Active Status if a Renewal Application is submitted within four months after your expiration date showing 120 PDPs earned through work experience and professional activities.

If your certification has been expired for four months or longer, Active Status is only possible by reapplying as a first time applicant and meeting the requirements for that certification level, and passing the exam. So keep your certification active!

How do I renew?

If you renew on or before your certificate expiration date, simply complete the Renewal Application and document 90 PDPs by:

- Documenting 3 years of work experience during the renewal period, **OR**
- Documenting a combination of work experience and continuing education, **OR**
- Registering for an examination.

Send your completed Renewal Application and fee to ISA 60 days before your expiration date to keep your CCST active. If you renew by work experience, the renewal fee is \$195. If you renew by testing, the fee varies by level and location of the test (see the application for details).

If you renew within four months after your certificate expiration date, 120 PDPs will be required.

What are PDPs?

PDPs are earned during the three years of your certification through work experience alone OR work experience and professional development activities.

How many points does work experience earn?

You can renew your certificate simply by working!

Each year of employment earns 30 PDPs (minimum of 1500 work hours/year). You can earn all 90 PDPs needed to renew simply by working in instrumentation, measurement and control, electrical, electronics, or mechanical technologies during your three year certification term. A minimum of 60 PDPs through work experience are required.

In order to renew through work experience only (90 PDPs), your renewal application must be received by ISA on or before your expiration date.

If my certification has expired, what are my options to renew?

In order to reinstate your certificate after the expiration date, you must submit the Renewal Application within four months after your expiration date and indicate 120 PDPs.

Ninety PDPs can be earned solely from work experience. The remaining points will need to be earned through training and/or professional activities. One hour of participation in any professional activity earns you one PDP. Here are some examples of professional development activities that earn PDPs.

Training

- In-house training
- On-the-job training
- Vendor workshops or presentations
- Apprenticeship training programs
- Employer training sessions or seminars
- Training courses with Continuing Education Units (CEUs)
 - 1 CEU equals 10 PDPs
- College courses
 - 1 semester hour equals 15 PDPs
 - 1 quarter hour equals 10 PDPs

Professional Activities

- Membership in a professional society
 - 2 PDPs for each professional society membership
 - Attending society meetings
 - Serving as an officer
- Presenting at a Career Day
- Teaching a training course
- Authoring or delivering a technical paper or book
 - Earn from 5-20 PDPs if you are the sole-author or co-author

Questions?

CALL: (919) 549-8411

ONLINE: www.isa.org/CCST

E-MAIL: CCST@isa.org

MAIL: P.O. Box 3561, Durham, NC 27702 USA