

## ESA/NTS Certification(s) Renewal Instructions

### Renewal Process

Complete and submit the following:

1. Certification Renewal Form – Page 3
  2. CEU Reporting Form – Page 4
  3. CEUs for education programs must be submitted with: a description or outline of the training content and a completion certificate issued from the training provider that contains name of training provider, title of the training, name of the certified professional, date the training was completed, and duration of the training. Time for meals, breaks, social gatherings, planning sessions, business meetings and similar activities will not be included. **Please provide COPIES. Do not send originals. They will not be returned.**
  4. Renewal Fee - \$70 for members / \$170 for non-members
- Please allow up to 21 business days for processing
  - It is the **certificate holder's responsibility** to report CEU credits to ESA/NTS each year.
  - Programs attended prior to earning your certification **do not qualify** for renewal credits.
  - ESA/NTS reserves the right to request further documentation from certificate holders. Any credits which cannot be verified during the review process **will be disqualified**.
  - It is the responsibility of each certificate holder to **maintain records** documenting continuing education activity.
  - When multiple certifications are held, renewal dates **will be combined** so that they share the same renewal date.

### Maintaining ESA/NTS Certification(s)

All new ESA/NTS certifications are valid for a period of 24 months following the completion of a course of study.

Certification is maintained through attendance at industry related continuing education activities.

Maintaining ESA/NTS certifications requires certificate holders to earn continuing education units/hours (CEUs) each renewal cycle.

#### Continuing Education

It is the responsibility of each Certification Holder to maintain records documenting qualified continuing education credits, report their credits on the ESA/NTS Certification Renewal Form, and submit the form and the applicable processing fee to ESA/NTS at the time of renewal. CEUs must be taken within the period from renewal date to renewal expiration date and cannot carry over to subsequent years.

### Qualifying Activities

#### Qualifying activities

Education or activities covering the electronic life safety, security and systems integration industry are eligible for ESA/NTS CEUs. Please note that proper evidence of training or activity must be submitted in order for the CEUs to be accepted.

CEUs for education programs must be submitted with: a description or outline of the training content and a completion certificate issued from the training provider that contains name of training provider, title of the training, name of the certified professional, date the training was completed, and duration of the training. Time for meals, breaks, social gatherings, planning sessions, business meetings and similar activities will not be included.

Other activities such as instruction and volunteering must be submitted with a letter (on letter head) from the entity that hosted the activity. For example, for service on a committee to be approved, the certification holder must provide a letter from the organization that confirms committee participation.

The following activities may qualify for CEUs:

- **Education:**
  - ESA/NTS courses (<http://courses.esaweb.org/index.html>).
  - College/University/Trade School courses – credit will be granted for successful completion of a college/university course in a security industry topic area or business. A three or four credit course is equivalent to 12 credits or 12 CEUs.
  - Training Sessions, Educational Workshops, or Seminars – credit will be granted for documented attendance at educational security and life safety industry related training activities. This may include: educational seminars, education sessions attended at State and National conferences, as well as code and industry update workshops.
  - Industry Related Expos – A maximum of **4 CEU** credits will be granted for attendance at security and life safety industry related expo per renewal cycle.
  - Online/distance learning courses – must include a final exam and a certificate of completion from provider that states hours of instruction.
  - Job Safety Training – credit will be granted for attending training programs that teach the importance of safety in the workplace. This may include: OSHA training, first-aid, CPR, or other topics related to job safety.
  
- **Instruction:**
  - Teaching - credit will be granted for teaching ESA/NTS courses or related electronic security courses at the rate of 2 CEUs per course. A maximum of **12 CEUs** will be accepted in this category per renewal cycle.
  - ESA/NTS Course and Program Development – credit will be granted for the assistance in creating, writing, and implementation of new ESA/NTS courses and programs. Not limited to but including; the ESA Apprenticeship Program. Two credits or 2 CEUs per 8 hours of course content and/or classroom instruction. Two credits or 2 CEUs per 4 hours of management and/or implementation of Programs of study. A maximum of **12 CEUs** will be accepted in this category per renewal cycle.
  
- **Volunteering/Service:**
  - Active Committee/Task Force Service – An active committee/task force is defined as one conducting service within the electronic security and life safety industry by way of activities such as one or more meetings per year, one or more reports/position papers issued per year, one or more studies/surveys underway per year, etc. Credit will be granted at the rate of 2 CEUs per position on the national level and 1 CEU per position on the chapter level. A maximum of **8 CEUs** will be accepted in this category per renewal cycle.
  
- Electronic Life Safety and Security Industry Certifications – credit is awarded for earning a new certification in the electronic life safety and security industry from an entity other than ESA/NTS. For a complete list of industry certifications that qualify under this category please visit [ESA/NTS' certification webpage](#). A certification earned during the renewal cycle qualifies for **24 CEUs**.

## Lapsed Certifications

### Lapsed Certifications

Persons who do not maintain their certification lose the privilege of using the designation. A certification is considered lapsed once the expiry date has passed. Lapsed certifications may be renewed as follows:

- If certification was lapsed for less than 24 months, individuals will be required to submit 24 CEUs (or 24 contact hours) and the renewal fee for the lapsed renewal cycle.
- If certification has lapsed for a period of more than 24 months, the certification may not be renewed until the primary course and exam leading to certification are retaken.

Those wishing to attain another ESA/NTS certification must have their current certification in good standing.

Contact NTS for more information regarding lapsed certifications.

## Understanding Licensing and Continuing Education

ESA/NTS courses and certifications are referenced in numerous state and municipal licensing programs. Not all states handle acquiring and renewing licenses the same way. Some states accept online training, some do not. Some states accept ESA/NTS CEUs, some do not. Students are urged to contact their regulatory agency prior to enrolling in any program to ensure that the course, CEU or certification is acceptable to a particular licensing group.



## Certification Renewal Form

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

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

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

**Which NTS Certification are you renewing?**

- |  |   |
|--|---|
| <input type="checkbox"/> Certified Alarm/Security Technician (CAT) Level I<br><input type="checkbox"/> Certified Alarm Technician (CAT) Level II<br><input type="checkbox"/> Certified Systems Integrator (CSI)<br><input type="checkbox"/> Certified Residential Fire Alarm Inspector (CRFAI) | <input type="checkbox"/> Certified Fire Alarm Technician (CFAT) Level II Fire<br><input type="checkbox"/> Certified Service Technician (CST)<br><input type="checkbox"/> Certified Security Salesperson (CSS)<br><input type="checkbox"/> Certified Fire Alarm Designer (CFAD) Level III Fire |
|--|---|

**Method of Payment:**

- Check  
  Visa  
  Master Card  
  AMEX

**FEES: ESA Member.....\$70.00**  
**Non-Member.....\$170.00**

Total Enclosed: \$  (US Dollars)

**If payment will be made by credit card, after verification that all paperwork is correct, a link will be sent to email listed above to make payment. If you would like the link sent to a different email, please list below.**

**Billing Email:** \_\_\_\_\_

*Renewal forms including credit card information may be sent via e-mail to [nts@ESAweb.org](mailto:nts@ESAweb.org) or faxed to 972-807-6883.*

*Payments by check must be mailed to: ESA/NTS, 6333 North State Hwy 161, Suite 350, Irving TX 75038*

If you have questions, please contact ESA/NTS at [nts@ESAweb.org](mailto:nts@ESAweb.org) or 888-447-1689.

**YOU MUST SUBMIT COPIES OF CEU VERIFICATION WITH FORM**

Verification documentation must include: training provider name, certification holders name, date of training, number of hours attended, title of course, and NTS CEU approval number (if applicable).

<b>FOR NTS USE ONLY</b>	
<b>Date Renewal Issued:</b>	<b>Date Payment Processed:</b>
<b>Issued By:</b>	<b>Processed By:</b>

**CERTIFICATION RENEWAL CEU REPORTING FORM**  
List Courses/Activities being submitted for CEU confirmation

<b>COURSE TITLE</b>	<b>PROVIDER</b>	<b># OF CREDITS</b>	<b>CATEGORY of CREDIT (see attached categories A through D)</b>