SCTE · ISBE

Society of Cable Telecommunications Engineers™ (SCTE) International Society of Broadband Experts™ (ISBE) Certification Program Rules

1. Program Administration

1.1. The Certification Subcommittee of the Learning and Development Committee administers the Society's certification programs. Service on the Certification Subcommittee is voluntary. The Learning and Development Committee appoints the Chair of the Certification Subcommittee. The Certification Subcommittee consists of minimum of five members selected by the Certification Subcommittee chair. Experience and stability are paramount to subcommittee membership, so turnover should be minimized.

1.2. The Certification Subcommittee establishes procedures and sets the standards of qualifications for certification. The subcommittee may establish working groups to perform specific functions as needed. These working groups will report findings and recommendations to the Certification Subcommittee, and their actions are subject to approval by the Certification Subcommittee.

1.3. The Certification Subcommittee will oversee development of specific content to be covered within each certification program. The Certification Subcommittee may establish working groups to develop and review the content of each of the certification programs. Any changes to the topics covered by each certification program made by the Certification Subcommittee will be subject to prior approval of the Learning and Development Committee. Specific questions covering material adopted for inclusion within the exam need not be approved beyond the Certification Subcommittee.

1.4. All actions of the Certification Subcommittee are subject to review, ratification, or change by the Learning and Development Committee.

2. Code of Ethics

2.1. Agreement with and adherence to the following Code of Ethics is required of all SCTE·ISBE Certification candidates and SCTE·ISBE Certified persons:

2.2. "To uphold and advance the honor and dignity of the profession, and in keeping with high standards of ethical conduct, I acknowledge that:

2.2.1. "I will be honest and impartial and will serve with devotion and integrity my employer, my clients and the public.

2.2.2. "I will strive to increase the competence and prestige of the profession.

2.2.3. "I will endeavor to aid the learning and development of those in my employment or under my supervision.

2.2.4. "I will be dignified and honest when presenting my work and will take care to credit others for their work.

2.2.5. "I will act as a faithful agent for my employer or client and will disclose affiliations that influence my judgment.

2.2.6. "I will earnestly endeavor to aid the work of the Society.

2.2.7. "I will uphold and abide by the rules of the certification program as set forth in this document."

3. Procedures

3.1. Candidates for certification must purchase or otherwise obtain through SCTE·ISBE -authorized channels the certification exam they wish to take.

3.2. The Certification Subcommittee may recommend to the Learning and Development Committee the withdrawal of recognition and/or current status of certification for a violation of the Code of Ethics contained in Section 2 herein, which could if proved consist, among other things, of a falsification of credentials, unethical behavior, and/or failure to meet the "maintenance of certification" requirements. Any such action of the Learning and Development Committee shall be subject to due process review by the SCTE·ISBE Board of Directors or its designee. The process to take an exam, as listed on www.scte.org, includes a pledge to uphold this code.

3.3. As defined by the Society, certification is "the formal recognition by a cognizant peer group of the demonstrated accomplishment of proficiency with and the comprehension of the uniquely defined body of knowledge at a point in time." It is not a measure of competence.

3.4. SCTE·ISBE, in its sole discretion, reserves the right to review, investigate, inquire and/or analyze prospectively or retrospectively any test setting and/or results. SCTE·ISBE may invalidate any and all test results that it determines, in its sole discretion, appear suspicious, inaccurate, invalid, or inappropriate. In such a situation, the candidate(s) will be offered the opportunity to retake the test so invalidated at no charge to the candidate within a reasonable period of time prescribed by the Certification Subcommittee.

4. Exams

4.1. Content – Examinations consist of multiple-choice and/or essay questions that are carefully designed and analyzed to properly determine the degree of comprehension of the prescribed curriculum for the respective field. Criteria for passing exams are established by the Certification Subcommittee and require a minimum passing score of 76%.

4.2. Results – All exams are graded pass/fail. Answers to specific questions will not be reported to the candidate; however, the actual percentage score on a failed exam may be reported to the candidate. Candidates will receive notification of the results at the conclusion of examination or as determined by the Certification

Subcommittee. If an applicant fails an examination, specific areas of the program competencies may be indicated for the candidate to review before retaking the exam. Results of specific exams taken will only be released to the individual candidate, unless the candidate gives specific written permission for a wider distribution. Results may be distributed to others within the SCTE·ISBE as may be necessary to support an investigation of suspected fraud or irregularity without the candidate's knowledge or authorization. This does not preclude the release of general information regarding overall results of an individual exam session or group of exam sessions administered to more than one candidate for the purpose of statistical analysis.

4.2.1. The names of all certified individuals will be posted on www.scte.org. A searchable database of all certified individuals will be maintained and made available for inquiries.

4.3. Fees – Fees to cover costs of administrating the certification program will be established by SCTE·ISBE staff and approved by the Learning and Development Committee, and may be changed from time to time.

4.4. Delivery – Exams are delivered and administered electronically via the Internet.

5. Exam Procedures

5.1. Prior to beginning the exam, candidates are required to purchase or obtain the online exam, and shall also be required to secure an SCTE·ISBE-approved proctor to oversee the certification testing. Candidates may also purchase the SCTE·ISBE remote proctoring option.

5.1.1. The proctor will ensure that the computer used for taking exams meets the minimum hardware requirements established by the SCTE·ISBE; that it is connected to the SCTE·ISBE examination website; that it perform in a normal manner throughout the examination period; and that no electronic or manual recording of examination information occurs. In addition, candidate access to any device or mechanism that may provide the candidate with an unfair advantage in answering examination questions is not allowed, and a basis for the proctor to terminate the examination without a determination of pass or fail of that examination.

5.2. Candidates must show the proctor a company- or government-issued photo ID prior to beginning the exam process.

5.3. All examinations are "open book" unless so determined in advance by the Certification Subcommittee. Candidates are responsible for providing their own calculator, writing materials, scratch paper, reference materials, etc. Acceptable reference materials include texts, tables, calculators, and the Internet. All "scratch paper" will be collected and retained by the proctor at the end of the exam. Candidates will not be allowed to retain notes or information of any type concerning examinations.

5.4. Any calculator may be used if it does not cause a distraction to other examinees or require special facilities or physical arrangement of the examination site (i.e., external power). All paper tapes must be surrendered to the proctor upon completion of the exam. All memories must be cleared at the beginning and end of each examination session before the proctor. Calculators may not be shared between examinees at the same testing session.

5.5. The proctor will ensure that only the prescribed application required for completion of the exam or approved Internet references are used throughout the entire duration of the exam. Use of e-mail or any other outside communications, or communications between examinees at the same testing session are NOT permitted during an examination, and are an ethical violation of Section 2 of these Rules. Sharing of materials between candidates at the same exam session is allowed as long as no direct communications of any type occur between candidates.

5.6. Sample examinations from any source, including "prep" courses, are not allowed as notes during the testing session.

5.7. To aid those candidates who do not own the appropriate reference materials, the proctor may set up a reference table in the examination area. Only one person at a time is permitted at the reference table.

5.8. Candidates may request reasonable accommodation when writing the exam if the applicant meets the criteria as described in the Americans with Disabilities Act (ADA). A request for accommodation must be submitted in writing to the certification program's administrator and must include a request for a specific kind of accommodation at least two (2) weeks prior to testing. In addition, some form of appropriate documentation (e.g., doctor's letter, health official's record, etc.) must accompany the request. The certification program's administrator, or designated representative, will determine if the disability is covered under the ADA and if the requested accommodation is reasonable. Documentation associated with a request for accommodation may be verified by the certification program's administrator. All requests for accommodation will be considered on a case-by-case basis.

5.9. The proctor must log in to the exam website using his/her proctor account information prior to the start of the examination.

> 5.9.1. The proctor login and account information must not be divulged to any other person by any means.

5.10. The proctor shall personally observe the candidate throughout the entire examination period.

5.11. Candidates may not leave the testing room or area secured by the proctor once a test commences. Candidates who leave the testing room or secured area will not be allowed to continue the exam in progress.

5.12. The writing of any individual exam shall be limited to a two (2) hour sitting for the Specialist Programs, and a three (3) hour sitting for the

Engineering Professional designations. If the exam has not been completed within the allotted time, the exam process will be terminated and graded as a completed exam.

5.13. Once exam materials have been presented to a certification candidate, the appropriate exam fees will be retained and the exam will be graded and processed as a complete exam regardless of how much of the exam the candidate completes.

5.14. Exam questions, answers, or other exam-related information must not be duplicated by any means including, but not limited to, email, screen capture, transcription, or mechanical duplication.

5.15. SCTE·ISBE tests shall be made available in English, and may be made available in other languages. To ensure fairness and equality between all applicants, the use of a language translator during an SCTE·ISBE Certification exam is prohibited. An exception may be permissible if a candidate meets the criteria as described under the Americans with Disability Act (ADA). In this situation, a candidate must follow the steps outlined in 5.8 of these rules prior to taking an exam.

6. Proctoring Requirements

6.1. Individuals wishing to proctor exams must meet the following requirements.

6.1.1. Be a current dues-paying member of SCTE·ISBE or a member of SCTE·ISBE headquarters staff.

6.1.2. Complete and submit the appropriate Proctor Application form to become an official proctor for SCTE·ISBE.

6.1.3. Be approved by SCTE·ISBE headquarters staff.

6.2. Those eligible to proctor exams are:

6.2.1. Current members of the SCTE·ISBE Board of Directors.

6.2.2. Any member of SCTE·ISBE headquarters staff.

6.2.3. Current and Immediate Past Presidents of local chapters.

6.2.4. Those who have been awarded and at the time of the exam currently hold any of the following certifications: BCT, BCE, or the Engineering Professional certifications.

6.2.5. Managers, Supervisors, Trainers, Human Resource Professionals, or other employees who have an employment status above or removed from the candidate testing.

6.2.6. Senior or Fellow SCTE·ISBE members.

6.3. Proctors shall be responsible for carrying out and enforcing all rules covering the exam procedures. Failure to do so may result in disciplinary action

by the SCTE·ISBE under guidelines established by the Certification Subcommittee.

6.4. A proctor may not proctor him/herself or a member of his or her immediate family (i.e., the proctor's child, parent, or sibling).

6.5. Any proctor that is found in violation of these rules will be subject to disciplinary action. The certification program's administrator in conjunction with the Certification Subcommittee will determine such action, which may be appealed by the disciplined proctor to the Learning and Development Committee and then to the SCTE·ISBE Board of Directors.

7. Certificates

7.1. Candidates passing their examination will receive a certificate stating that they have successfully completed a certification.

7.2. Other materials denoting achievements in the certification program may be made available, from time to time, by the Society. SCTE·ISBE headquarter staff will limit purchases of such materials to those having certification status consistent with the materials sought and to those purchasing materials for the use of named individuals having certification status consistent with the material purchased.

> 7.2.1. The representation or the wearing or displaying of emblems, certificates or similar materials in such a manner as to imply certification status in excess of that which is then-current for any member is a violation of Society rules and is subject to disciplinary action as determined by the SCTE·ISBE Learning and Development Committee and ratified by the Board of Directors.

7.3. Upon completion of certification, a letter of recognition will be sent to the candidate's supervisor(s), if requested by the candidate.

8. Certification Types

8.1. Individual SCTE·ISBE Certification status

> 8.1.1. Individuals who purchase or obtain an exam through the SCTE·ISBE -authorized channels and/or set up an online user record are automatically eligible for Individual SCTE·ISBE Certification status.

> 8.1.2. All rules as stated in this document apply to Individual SCTE·ISBE Certification except for those as noted under Emeritus and Retired Certification status.

8.2. Emeritus Certification status

> 8.2.1. Emeritus Certification status allows an individual to "retire" one or more SCTE·ISBE certifications while retaining the certification(s) professional title. Achieving this status will relieve the individual from further meeting the recertification requirement for the individual

SCTE·ISBE Certification for which Emeritus Certification status is sought.

8.2.2. Emeritus Certification status is available to members who have maintained active SCTE·ISBE Certification by meeting SCTE·ISBE recertification criteria continuously for a period of 21 years, without lapse unless approved by the Certification Subcommittee.

> 8.2.2.1. Once any active certification reaches its 21-year renewal date, the certified individual has the option to apply for Emeritus Certification status for all SCTE·ISBE certifications granted to the certified individual.

>> 8.2.2.1.1. All additional certifications earned by a member with Emeritus status in good standing are also granted Emeritus Status.

>> 8.2.2.1.2. Upon application, each individual certification must be identified by the candidate for Emeritus status.

> 8.2.2.2. In situations where a certification has lapsed and been reinstated as approved by the SCTE·ISBE the original certification date should be used to calculate Emeritus status.

8.2.3. The required Recertification Units (RUs) shall be submitted at the time of Emeritus Certification status application.

> 8.2.3.1. Required RUs are as stated under "Maintenance of Certification."

> 8.2.3.2. If the minimum RUs have not been earned, the individual may retake the exam(s), incurring the cost of the testing fee(s) in addition to the Emeritus fee.

> 8.2.3.3. RUs are required at the time of Emeritus Certification status application. Once Emeritus Certification status is confirmed, the individual is released from certification renewal and submitting RUs.

> 8.2.3.4. Individuals with SCTE·ISBE Retired Certification status will NOT be eligible for SCTE·ISBE Emeritus Certification status if RUs have not been submitted within the established Recertification timeframe.

8.2.4. The appropriate fee must accompany the Emeritus Certification status application.

8.2.5. The request for Emeritus Certification status must be reviewed and approved by Certification Subcommittee.

8.3. Retired Certification status

8.3.1. Retired Certification status recognizes those members who have been active in the industry and may no longer be able to participate in the activities that usually earn Recertification Units (RUs).

8.3.2. Retired Certification status is open to any member who qualifies for SCTE Retired and Disabled Membership.

> 8.3.2.1. SCTE·ISBE Retired and Disabled Membership is open to any current Fellow, Charter, Senior or Active member who has been a Society member in good standing for 10 years, is at least 60 years old, and is no longer employed full-time in the broadband industry.

> 8.3.2.2. Disabled members are eligible for SCTE·ISBE Retired Member Status, regardless of age. Fully disabled is defined as the inability to continue working in full-time employment due to illness, injury, or other debilitating condition.

8.3.3. The required Recertification Units (RUs) shall be submitted at the time of Retired Certification status application.

> 8.3.3.1. Required RUs are as stated under "Maintenance of Certification."

> 8.3.3.2. If the minimum RUs have not been earned, the individual may retake the exam(s), incurring the cost of the testing fee(s).

> 8.3.3.3. RUs are required at the time of Retired Certification status application. Once status is confirmed, the individual is released from the requirement of submitting Recertification Units as described in the "Maintaining Certification" portion of the SCTE·ISBE Certification Rules. The individual must still renew the certification every three years and pay the then-required recertification fee.

> 8.3.3.4. Individuals with SCTE·ISBE Retired Certification status will NOT be eligible for SCTE·ISBE Emeritus Certification status if RUs have not been submitted within the established Recertification timeframe.

> 8.3.3.5. If an individual achieved SCTE·ISBE Retired Certification status before the SCTE·ISBE Emeritus Certification was announced, and that individual desires to pursue SCTE·ISBE Emeritus Certification but does not have the required RUs or has exceeded the established Recertification timeframe, the situation can be brought to the attention of the Certification Subcommittee for consideration.

8.3.4. The appropriate fee must accompany the Retired Certification status application or the applicant may request a hardship waiver of the application fee which shall be considered by the Certification Subcommittee.

8.3.5. The request for Retired Certification status must be reviewed and approved by the Certification Subcommittee with final approval by the SCTE·ISBE Learning and Development Committee.

8.3.6. If an individual's situation changes (i.e., the individual resumes full-time employment in the Broadband industry), reinstatement from Retired Certification status to full Individual SCTE·ISBE Certification status may occur.

> 8.3.6.1. The individual must be a full SCTE·ISBE Member in good standing.
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> 8.3.6.2. The individual must complete the recertification process in the time that recertification was required prior to the application for Retired Certification status. Follow the process for reinstatement of certification waiver, section 10.7.

8.3.7. The request for Retired Certification status reinstatement must be reviewed and approved by Certification Subcommittee with final approval by the SCTE·ISBE Learning and Development Committee.

9. Granted Certification

9.1. Certification may be granted to SCTE·ISBE Certification working group members who contribute to new and significantly revised certifications created by the Society. Working group members must meet the following requirements:

9.1.1. Working group member must be an SCTE·ISBE member in good standing.

9.1.2. Working group member must attend a majority of working group meetings.

9.1.3. Working group member must submit a significant (~5% of the total question pool) number of acceptable questions.

> 9.1.3.1. The specific number of questions shall be determined by individual certification.
>
> 9.1.3.2. Questions must be reviewed and approved by the working group and accepted into that certification's question pool.

9.1.4. Working group member must contribute significantly to content development, which may include but is not limited to:

> 9.1.4.1. Outline and competency development and review.
>
> 9.1.4.2. Resource identification and/or development.
>
> 9.1.4.3. Obtain subject matter expertise contributions to help ensure content is relevant to current operator practices and procedures.

9.2. Application for Granted Certification must be made by the granted certification candidate.

> 9.2.1. SCTE·ISBE Granted Certification requires the approval of the working group chair.
>
>> 9.2.1.1. If the candidate is a certification working group chair, the SCTE·ISBE Certification Subcommittee chair must approve candidate's application.
>>
>> 9.2.1.2. If the candidate is a certification working group chair, and also the chair of the SCTE·ISBE Certification Subcommittee, the chair of the Learning and Development Committee must approve candidate's application.

9.3. Fees

> 9.3.1. No fees are required for granted certification.

9.4. Recertification

> 9.4.1. In order to maintain the credential, the working group member must follow the regular SCTE·ISBE Certification Maintenance Program.

10. Maintenance of Certification

10.1. Technological change is a continual occurrence. SCTE·ISBE certification must be periodically renewed upon demonstration of the renewal candidates' continuing education and participation in SCTE·ISBE -approved activities. SCTE·ISBE certifications are valid for a period of three years and must be renewed except as provided herein.

10.2. Those certified who wish to retain certified status must participate in the "Maintenance of Certification" program except as otherwise provided herein.

10.3. Failure to be recertified within twelve (12) months after the expiration date printed on the certificate will result in the loss of current status and will require complete repetition of the certification process.

10.4. It is the responsibility of the individual to document recertification units using the appropriate form and to submit it to SCTE·ISBE headquarters at the appropriate time. Application for recertification will only be accepted within six (6) months prior to or twelve (12) months following the current expiration date. The appropriate fee must accompany application for recertification.

10.5. Recertification may be obtained by either of the following means:

> 10.5.1. Repeat of the certification process, including retesting.
>
> 10.5.2. Accumulation of Recertification Units (RUs).

10.6. Recertification Units (RUs)

> 10.6.1. RUs are required to maintain certification. RUs earned may be applied to multiple programs if more than one certification has been earned.

A total of 12 RUs within a three-year period are required for Specialist recertification and 21 RUs for the Engineering Professional designation and Broadband Communications Engineer(BCE).

10.6.2. RUs may be earned through the individual's efforts to maintain understanding of the current state of technology. The SCTE·ISBE website shall include a list of common activities used to earn RUs.

10.7. Waiver of Recertification Requirement

10.7.1. The Recertification requirement may be temporarily waived by the Certification Subcommittee under any of the following circumstances:

10.7.1.1. The individual has experienced catastrophic health or medical problems, or

10.7.1.2. The individual has been called to active military duty, or

10.7.1.3. Any other appropriate reason as determined by the Certification Subcommittee.

10.7.2. The Certification Subcommittee shall review all requests to waive the recertification requirements meeting the criteria above; all requests must be in writing and supported by appropriate documentation provided by the applicant.

10.7.3. If the Certification Subcommittee approves the Recertification Waiver request, the individual must meet requirements for recertification when any of the following occurs:

10.7.3.1. When the catastrophic health or medical issue has been resolved; or

10.7.3.2. The individual has been discharged from active military duty, or

10.7.3.3. Any other appropriate reason as determined by the Certification Subcommittee.

10.7.4. Once the conditions upon which the recertification waiver was approved no longer exist, the individual may ask the Certification Subcommittee to reinstate the certification. The individual must complete the recertification process in the time that recertification was required prior to the request for waiver.

10.7.4.1. When the relevant condition or conditions no longer exist, the individual must notify the Chair of the Certification Subcommittee and the individual will have twelve months to complete the recertification process. Upon good cause, the Chair of the Certification Subcommittee may grant up to 24 months to complete the recertification process.

11. Individual Certification Program Scope

11.1. SCTE·ISBE certification programs are designed to reflect current industry practices. Each SCTE·ISBE Certification program consists of an exam, a set of competencies, recommended preparation materials, and a general position description.

11.2. Detailed content (competencies and general position description) for each SCTE·ISBE certification program may be found under each certification program title, as follows:

   11.2.1. Broadband Premises Installer (BPI)

      11.2.1.1 Competencies

         http://www.scte.org/BPI

      11.2.1.2 General Position Description

   11.2.2. Broadband Premises Technician (BPT)

      11.2.2.1 Competencies

         http://www.scte.org/BPT

      11.2.2.2 General Position Description

   11.2.3. Broadband Premises Expert (BPE)

      11.2.3.1 Competencies

         http://www.scte.org/BPE

      11.2.3.2 General Position Description

   11.2.4. Broadband Wireless Specialist (BWS)

      11.2.4.1 Competencies

         http://www.scte.org/BWS

      11.2.4.2 General Position Description

   11.2.5. Business Class Services Specialist (BCSS)

      11.2.5.1 Competencies

         http://www.scte.org/BCSS

      11.2.5.2 General Position Description

11.2.6. Broadband Distribution Specialist (BDS)

11.2.6.1 Competencies

http://www.scte.org/BDS

11.2.6.2 General Position Description

11.2.6. Broadband Transport Specialist (BTS)

11.2.7.1 Competencies

http://www.scte.org/BTS

11.2.7.2 General Position Description

11.2.8. Broadband TelecomCenter Specialist (BTCS)

11.2.8.1 Competencies

http://www.scte.org/BTCS

11.2.8.2 General Position Description

11.2.9. Digital Video Engineering Professional (DVEP)

11.2.9.1 Competencies

http://www.scte.org/DVEP

11.2.9.2 General Position Description

11.2.10. DOCSIS Engineering Professional (DEP)

11.2.10.1 Competencies

http://www.scte.org/DEP

11.2.10.2 General Position Description

11.2.11. Internet Protocol Engineering Professional (IPEP)

11.2.11.1 Competencies

http://www.scte.org/IPEP

11.2.11.2 General Position Description