

RE-CERTIFICATION REQUIREMENTS

Applications for Re-certification will be accepted **six (6) months prior** to the expiration date on your certificate.

CERTIFIED TELEVISION OPERATOR RE-CERTIFICATION: At the end of the five (5) year period, the Television Operator can be renewed by meeting the service requirement as verified by your supervisor, or you may upgrade your certification to a higher level by passing an examination and meeting the appropriate service requirements.

CERTIFIED BROADCAST TECHNOLOGIST RE-CERTIFICATION: At the end of the five (5) year period, the Broadcast Technologist certification can be renewed by meeting the service requirement of continuous employment in broadcast or broadcast related industry for three (3) of the past five (5) years preceding the renewal application, or you may upgrade your certification to a higher level by passing an examination and meeting the appropriate service requirements.

CERTIFIED BROADCAST NETWORKING TECHNOLOGIST, CERTIFIED BROADCAST ENGINEER, CERTIFIED AUDIO/VIDEO ENGINEER, SENIOR BROADCAST ENGINEER AND PROFESSIONAL BROADCAST ENGINEER RE-CERTIFICATION: The continuing education of broadcast engineers is necessary to remain current with state-of-the-art technology. To insure that each Certified Broadcast Engineer maintains technical competence, he or she must participate in the "Maintenance of Certification" program. He or she may do this by accumulating the required professional credits every five (5) years or by examination.

APPLYING FOR RE-CERTIFICATION BY PROFESSIONAL CREDITS

Fill out all four (4) pages of the application. On pages three and four of the application (Re-certification by Professional Credits), list dates, activities and estimated credits for all professional credits claimed. You need not list each SBE Chapter Meeting you have attended, rather give a total for each year, i.e., 6 SBEChapter Meetings attended in 1999. (*See the sample application enclosed.*)

Use Category J for activities, such as special achievements, that do not fall under Categories A through I. If necessary, you may use another sheet of paper to do this. **Remember, the Certification Committee can only evaluate the information you give them on this application**, so please make clear any and all reasons you feel you should be re-certified.

Attach any statements, documents or forms you have that verify your activities, participations or publications for which you are seeking credits. The Certification Committee reserves the right to ask any individual for verification of any or all professional credits claimed.

After your application has been reviewed, you will be notified of the Certification Committee's decision. If re-certification is granted, you will receive a new seal of renewal for your present certificate and a certification wallet card. **Your present certification number will not change.**

A specific number of professional credits are required to maintain certification under each Certification level:

<u>CERTIFICATION LEVEL</u>	<u>CREDITS REQUIRED</u>
Broadcast Networking Technologist, CBNT	20
Broadcast Engineer, CBRE or CBTE	20
Audio/Video Engineer, CEA or CEV	20
Senior Broadcast Engineer, CSTE or CSRE	25
Professional Broadcast Engineer, CPBE	30

The credit values for each of the activities and the total professional credits required for re-certification are based on guidelines of the Commission on Certification and re-certification requirements of other professional societies. The credits claimed must be selected from at least **four (4)** of the categories listed below.

CATEGORY A

- ◆ Employment as a full-time manager or supervisor, or at a decision-making level in broadcast engineering, or related technology, or as a consultant or equivalent: **2 credits per year**
- ◆ Full-time employment in broadcast engineering or allied field: **1 credit per year (Maximum 10 credits)**
Those claiming this credit must provide a statement of the work performed and the period claimed, also provide a statement that there has been no change in his/her responsibility or qualifications since certification. Each statement used must be attested to by his/her supervisor.

CATEGORY B

- ◆ Successful completion of an accredited course in broadcast engineering or allied field as a student: **1 credit for each CEU (Continuing Education Unit) earned**
- ◆ If you are not a full-time teacher, teaching an accredited course in broadcast engineering or allied field: **2 credits per CEU**
Sponsors of continuing education programs may request the National Certification Committee to assign a professional credit value to a specific course or program. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit.

CATEGORY C

- ◆ Presentation of a significant paper or talk on a broadcast engineering subject before a national or regional engineering meeting or conference: **2-10 credits per paper or talk**

- ◆ Presentation for a local chapter technical meeting: **1-5 credits per paper or talk**
The National Certification Committee will determine the credit value based on the significance of the paper or talk.

CATEGORY D

- ◆ Publication of a technical article in a national broadcast periodical:
2-10 credits per article
- ◆ Publication of an article in a local chapter publication: **1-5 credits per article**
The National Certification Committee will determine the credit value based on the significance of the article.

CATEGORY E

- ◆ Active membership and participation in the SBE or other national technical society related to broadcasting: **1 credit per group per year (Maximum 10 credits)**

CATEGORY F

- ◆ Active participation as an elected or appointed officer or committee member in the SBE or other technical society, either at a local or national level: **2 credits per group per year (Maximum 10 credits)**

CATEGORY G

- ◆ Attendance at local SBE meetings and other local technical conferences and seminars: **1/2 credit per local meeting**
- ◆ Attendance at regional or national conferences, seminars and workshops of one or more full day's duration: **1 credit per day**
- ◆ Conference on Chapter of the Air (HAMnet): **1/2 credit per session (Maximum 6 credits per year)**
- ◆ Active participation in the SBE electronic newsgroup: Determination of credits granted will be based upon hardcopy evidence of such participation.

CATEGORY H

- ◆ Attendance at factory schools or in-station schools: **1 credit per each 10 contact hours**

CATEGORY I

- ◆ Home study courses may qualify for professional credits as evaluated by the National Certification Committee. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit. Please write to the National Certification Committee for a ruling.

CATEGORY J

- ◆ Other activities involved in the broadcast engineering or allied field may qualify for professional credits at the discretion of the National Certification Committee. Please write to the National Certification Committee for a ruling.

APPLYING FOR RE-CERTIFICATION BY EXAMINATION

Recertification exams will be given each year in February, April, June, August and November. All applications for re-certification must be submitted by the exam application cut-off date, which can be retrieved either by logging on to the SBE website or by calling the National Office. Only the first two pages of the application need to be filled out if re-certifying by exam (disregard Re-certification by Professional Credits).

On the application, place a check mark next to the exam(s) you wish to take. Also, please state on the application the name of the SBE Chapter where you plan to take the exam. If there is no SBE Chapter located near you, state that on the application, and special arrangements will be made to find a person to proctor the exam for you.

Exams will be sent in sealed envelopes to the proctor(s). Applicants will not be allowed to use laptop computers, portable computers, notes, old exams or other review materials. Standard references texts, tables and calculators will be allowed, except for essay questions. Scratch paper may be used but must be resealed with the exam – only blank paper may be taken from the examination room.

Each examination must be completed within three (3) hours. The examination will consist of 50 multiple-choice questions for each endorsement. Each question is worth two (2) points. The multiple-choice examination will consist of: 1. Questions on operating practices; 2. Questions on theory; 3. Questions on problems. The Senior Broadcast Engineer exam has three (3) essays questions for each endorsement; the applicant may choose which one (1) to answer. Essay questions are worth 20 points.

Criteria for passing the examinations shall be determined by the Certification Committee. Numerical scores will not be reported. Candidates will be notified only of pass/fail results.

You will receive an endorsement for your present certificate in the exam(s) you pass. You will also receive a new seal of renewal for your present certificate and a certification wallet card. **Your present certification number will not change.**

LIFE CERTIFICATION

Professional Broadcast Engineers and Senior Broadcast Engineers who have maintained SBE Certification continuously for twenty (20) years and are current members of SBE may be granted Life Certification if they so request.

All certified who have retired from regular full-time employment may be granted Life Certification if they so request. If the request is approved, the person will continue in his/her current level of certification for life.

Life certification application may be obtained from the National Office. There is a \$50 administration fee to process the application.



RE-CERTIFICATION BY PROFESSIONAL CREDITS

Society of Broadcast Engineers

8445 Keystone Crossing, Ste. 140 • Indianapolis, IN 46240 • phone: (317) 253-1640 • fax: (317) 253-0418

Applicant's Name

SBE Member #/Chapter #

Certification #/Level

List all professional credits earned during your five-year period. Total number of professional credits required to maintain certification for each of the following levels is as follows:

20 professional credits for Broadcast Network Technologist (CBNT)
 20 professional credits for Broadcast Engineer (CBRE or CBTE)
 20 professional credits for Audio/Video Engineer (CEA or CEV)

25 professional credits for Senior Broadcast Engineer (CSRE or CSTE)
 30 professional credits for Professional Broadcast Engineer (CPBE)

The credits claimed must be selected from at least four (4) of the categories listed below (Attach proper statements or forms attesting to your activities and participations):

TYPE OR PRINT IN BLACK INK ONLY

CATEGORY	ESTIMATED CREDITS	APPROVED CREDITS (NATIONAL USE ONLY)	DESCRIPTION OF ACTIVITIES (LIST BY YEAR)
<p>A. Employment as a full-time manager or supervisor, or at a decision-making level in broadcast engineering, or related technology, or as a consultant or equivalent: 2 credits per year</p> <p>Full-time employment in broadcast engineering or allied field: 1 credit per year (Maximum 10 credits)</p> <p><i>Those claiming this credit must provide a statement of the work performed and the period claimed, also provide a statement that there has been no change in his/her responsibility or qualifications since certification. Each statement used must be attested to by his/her supervisor.</i></p>			
<p>B. Successful completion of an accredited course in broadcast engineering or allied field as a student: 1 credit for each CEU (Continuing Education Unit) earned</p> <p>If you are not a full-time teacher, teaching an accredited course in broadcast engineering or allied field: 2 credits per CEU</p> <p><i>Sponsors of continuing education programs may request the National Certification Committee to assign a professional credit value to a specific course or program. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit.</i></p>			
<p>C. Presentation of a significant paper or talk on a broadcast engineering subject before a national or regional engineering meeting or conference: 2-10 credits per paper or talk</p> <p>Presentation for a local chapter technical meeting: 1-5 credits per paper or talk</p> <p><i>The National Certification Committee will determine the credit value based on the significance of the paper or talk.</i></p>			
<p>D. Publication of a technical article in a national broadcast periodical: 2-10 credits per article</p> <p>Publication of an article in a local chapter publication: 1-5 credits per article</p> <p><i>The National Certification Committee will determine the credit value based on the significance of the article.</i></p>			

CATEGORY	ESTIMATED CREDITS	APPROVED CREDITS (NATIONAL USE ONLY)	DESCRIPTION OF ACTIVITIES (LIST BY YEAR)
E. Active membership and participation in the SBE or other national technical society related to broadcasting: 1 credit per group per year (Maximum 10 credits)			
E Active participation as an elected or appointed officer or committee member in the SBE or other technical society, either at a local or national level: 2 credits per group per year (Maximum 10 credits)			
G. Attendance at local SBE meetings and other local technical conferences and seminars: 1/2 credit per local meeting Attendance at regional or national conferences, seminars and workshops of one or more full day's duration: 1 credit per day Conference on Chapter of the Air (HAMnet): 1/2 credit per session (Maximum 6 credits per year) Active participation in the SBE electronic newsgroup: Determination of credits granted will be based upon hardcopy evidence of such participation.			
H Attendance at factory schools or in-station schools: 1 credit per each 10 contact hours			
I. Home study courses may qualify for professional credits as evaluated by the National Certification Committee. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit. Please write to the National Certification Committee for a ruling.			
J. Other activities involved in the broadcast engineering or allied field may qualify for professional credits at the discretion of the National Certification Committee. Please write to the National Certification Committee for a ruling.			

ATTACHED IS A BRIEF DESCRIPTION OF DUTIES.

Signed _____

Total Estimated Credits _____ Certification # _____ Level _____

CHAPTER USE:

_____ Number Credits approved
(Please initial above activities approved)

_____ Reviewed by (Chapter Certification Committee Member of Chapter #)

NATIONAL USE ONLY:

_____ Number Credits approved
_____ NOT Approved for Re-Certification

_____ Reviewed by (National Certification Committee Member)



RE-CERTIFICATION BY PROFESSIONAL CREDITS

Society of Broadcast Engineers

8445 Keystone Crossing, Ste. 140 • Indianapolis, IN 46240 • phone: (317) 253-1640 • fax: (317) 253-0418

John Doe

0000 / 25 - Indianapolis

0000 / Senior AM/FM

Applicant's Name

SBE Member #/Chapter #

Certification #/Level

List all professional credits earned during your five-year period. Total number of professional credits required to maintain certification for each of the following levels is as follows:

20 professional credits for Broadcast Network Technologist (CBNT)
 20 professional credits for Broadcast Engineer (CBRE or CBTE)
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25 professional credits for Senior Broadcast Engineer (CSRE or CSTE)
 30 professional credits for Professional Broadcast Engineer (CPBE)

The credits claimed must be selected from at least four (4) of the categories listed below (Attach proper statements or forms attesting to your activities and participations):

TYPE OR PRINT IN BLACK INK ONLY

CATEGORY	ESTIMATED CREDITS	APPROVED CREDITS (NATIONAL USE ONLY)	DESCRIPTION OF ACTIVITIES (LIST BY YEAR)
<p>A. Employment as a full-time manager or supervisor, or at a decision-making level in broadcast engineering, or related technology, or as a consultant or equivalent: 2 credits per year</p> <p>Full-time employment in broadcast engineering or allied field: 1 credit per year (Maximum 10 credits)</p> <p><i>Those claiming this credit must provide a statement of the work performed and the period claimed, also provide a statement that there has been no change in his/her responsibility or qualifications since certification. Each statement used must be attested to by his/her supervisor.</i></p>	<p>2</p> <p>4</p> <p>4</p>		<p>1995 Asst. Chief Engineer XXXX-TV</p> <p>1996-1997 Chief Engineer XXXX-TV</p> <p>1997-1998 Chief Engineer XXXX-TV</p>
<p>B. Successful completion of an accredited course in broadcast engineering or allied field as a student: 1 credit for each CEU (Continuing Education Unit) earned</p> <p>If you are not a full-time teacher, teaching an accredited course in broadcast engineering or allied field: 2 credits per CEU</p> <p><i>Sponsors of continuing education programs may request the National Certification Committee to assign a professional credit value to a specific course or program. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit.</i></p>	5		<p>1 college credit in technical courses = 1 Re-cert credit. Therefore 5 credits from Tech Institutions = 5 Re-cert. credits (college transcript attached)</p>
<p>C. Presentation of a significant paper or talk on a broadcast engineering subject before a national or regional engineering meeting or conference: 2-10 credits per paper or talk</p> <p>Presentation for a local chapter technical meeting: 1-5 credits per paper or talk</p> <p><i>The National Certification Committee will determine the credit value based on the significance of the paper or talk.</i></p>	5		<p>1999 speech - Public Radio Conference, topic "_____ " given 1/20/98</p>
<p>D. Publication of a technical article in a national broadcast periodical: 2-10 credits per article</p> <p>Publication of an article in a local chapter publication: 1-5 credits per article</p> <p><i>The National Certification Committee will determine the credit value based on the significance of the article.</i></p>	2-10		<p>April 1999 SBE SIGNAL article entitled "_____ " (copy enclosed)</p> <p>1999 Article in local chapter newsletter entitled "_____ " (copy enclosed)</p>

CATEGORY	ESTIMATED CREDITS	APPROVED CREDITS (NATIONAL USE ONLY)	DESCRIPTION OF ACTIVITIES (LIST BY YEAR)
E. Active membership and participation in the SBE or other national technical society related to broadcasting: 1 credit per group per year (Maximum 10 credits)	5 4		1995-2000 Member SBE 1997-1999 Member IEEE
E. Active participation as an elected or appointed officer or committee member in the SBE or other technical society, either at a local or national level: 2 credits per group per year (Maximum 10 credits)	2 2 2 2		1995 Secretary of Chapter # _____ 1996 Certification Chairman 1997 Chairman of Chapter # _____ 1997 SBE Board of Directors
G. Attendance at local SBE meetings and other local technical conferences and seminars: 1/2 credit per local meeting Attendance at regional or national conferences, seminars and workshops of one or more full day's duration: 1 credit per day Conference on Chapter of the Air (HAMnet): 1/2 credit per session (Maximum 6 credits per year) Active participation in the SBE electronic newsgroup: Determination of credits granted will be based upon hardcopy evidence of such participation.	2 3 3 2 3 3		1995 four SBE Chapter Meetings 1996 six SBE Chapter Meetings 1997 six SBE Chapter Meetings 1997 2-day seminar on antennas 1999 SBE National Meeting 1997 SBE Regional Convention or Ennes Workshop
H. Attendance at factory schools or in-station schools: 1 credit per each 10 contact hours			1998 Supervisory training (in-station) 1997 Manufactures maintenance seminar
I. Home study courses may qualify for professional credits as evaluated by the National Certification Committee. Any SBE Certified Broadcast Engineer may request a determination of credit value for a specific course or program if the sponsor has not requested professional credit. Please write to the National Certification Committee for a ruling.			1995-1998 Home study course from XYZ Technical Institute
J. Other activities involved in the broadcast engineering or allied field may qualify for professional credits at the discretion of the National Certification Committee. Please write to the National Certification Committee for a ruling.	1		Active design project (schematic chart submitted) Regional Frequency Coordination Committee (1997 - 1 credit per year)

ATTACHED IS A BRIEF DESCRIPTION OF DUTIES.

Signed _____

Total Estimated Credits 59-67 Certification # 0000 Level Senior AM/FM

CHAPTER USE:

_____ Number Credits approved
(Please initial above activities approved)

_____ Reviewed by (Chapter Certification Committee Member of Chapter #)

NATIONAL USE ONLY:

_____ Number Credits approved
_____ NOT Approved for Re-Certification

_____ Reviewed by (National Certification Committee Member)