

## BCSI Recertification Process

For current BCSI certified individuals, this is a new system for recertification. We are using an automated module through the IASI membership website platform. There are two different processes, one for IASI members and the second for SI professionals who are not members. All current certified BCSI's are already loaded into the new system. IASI members will need to be logged in, non members will need to search for the email that we have on file (which is the email you received regarding the renewal notification)

The following instruction will Member and Non-Member processes.

The recertification process consists of 2 parts: 1) submission of credits (24 hours of SI and CE electives combined) and 2) application for recertification. For both groups (IASI members and non-members), you can add credits any time during this recertification period.

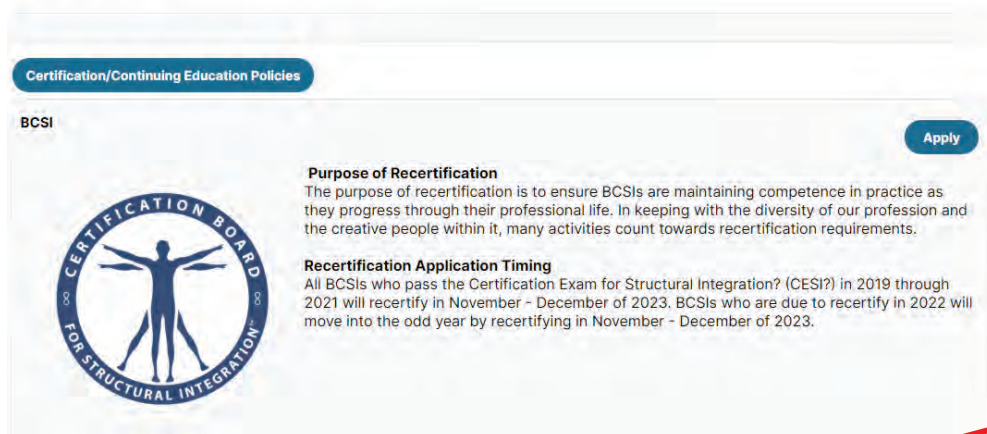
Members, the credits are managed through your member's profile.

Non-members, you will submit your credits through the CE Experience Form (see below for further instructions).

## Step 1 – Application and Payment

Link: [https://iasi.clubexpress.com/content.aspx?page\\_id=3030&club\\_id=386922&actr=3](https://iasi.clubexpress.com/content.aspx?page_id=3030&club_id=386922&actr=3)

### Available Certifications



**Certification/Continuing Education Policies**

BCSI

**Purpose of Recertification**  
The purpose of recertification is to ensure BCSIs are maintaining competence in practice as they progress through their professional life. In keeping with the diversity of our profession and the creative people within it, many activities count towards recertification requirements.

**Recertification Application Timing**  
All BCSIs who pass the Certification Exam for Structural Integration? (CESI?) in 2019 through 2021 will recertify in November - December of 2023. BCSIs who are due to recertify in 2022 will move into the odd year by recertifying in November - December of 2023.

**Apply**

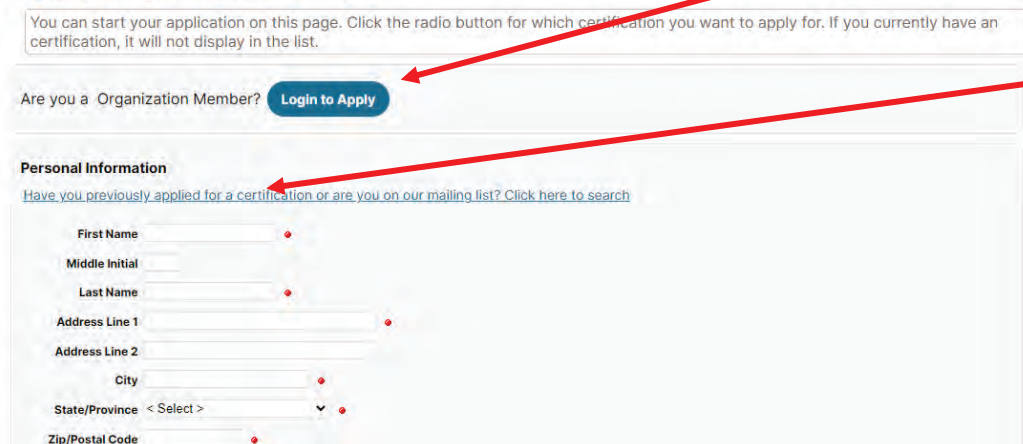
[Click here to begin process.](#)

Once you click the **Apply** link, the next screen will capture information for payment information.

**IASI Members** will need to log in at this point.

**Non-members** who have been certified, must click the link to search for their email information to link to their current information.

### Application Basic Info



You can start your application on this page. Click the radio button for which certification you want to apply for. If you currently have an certification, it will not display in the list.

Are you a Organization Member? **Login to Apply**

**Personal Information**

[Have you previously applied for a certification or are you on our mailing list? Click here to search](#)

First Name

Middle Initial

Last Name

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

## Non-Member Email Search

**Personal Information**

**Search for your information - enter the following**

Email Address

First Name

**Search**

**Non-members** should search for their file using the email which you received your recertification notice.

## Members

### Member Profile for Sample Member

The following selections allow you to update information on the member listed above. Click on a heading to select that option. If a member has forgotten his or her password, click Reset Password to have the system generate a new, random password. It will be sent to the member's email address.

**Membership Summary** Tutorial Video

Type: Professional  
Status: Active  
Exp. Date: 12/31/2023  
Member Number: 211  
Join Date: N/A  
Last Renewal: N/A  
Current Email Address: jkxxx@gmail.com

**Basic Member Information**  
Click here to edit your basic contact information such as your address or phone number.

**Additional Member Data**  
Click here to answer additional questions about yourself that pertain to your membership.

**Member Directory**  
Click here to edit your member directory profile and define what is visible to other members (and the public if your organization has made the directory visible on the public side of the website.)

**Find A Practitioner**  
Click here to edit your business directory information such as your logo, business type, hours, website and more.

**More Member Options**  
Credit Card  
Privacy/Cancel/Remove  
Member Type/Expiration/Join Date  
Optional Additional Charges  
Attachments

**Histories**  
Transaction History  
Payment/Credit History  
Event History

**Your Website Functions**  
Reset Password  
Download Bank  
CE Certification Program

**Members** once you have logged in you may click on the link under **Your Website Options**; since you are recertifying for the BCSI certification, you have already been loaded into the system.

### CE Certification Program Credits

#### Continuing Education for Sample Member

Use this screen to search for Credits which will be applied towards your certifications. You may filter by the active months for certifications, all dates and a custom date range. In addition, you can search by your Credits status or Credits type.

To Add Credits: Search for a Credits type to see your current Credits score, and then click the "Add" button to add more Credits to that type.

#### Certifications

**BCSI**

You can renew this certificate

renewed 12/31/2021  
expires 12/31/2023

**Renew**

#### Credits

**Search** **Add Credits**

#### Search Results

Date Entered	Expiration Date	Type	Course Name	Status	Credits Applied	Credits Approved	Maintain
TotalCredits 0							

From the CE Certification Program Credits screen, you will see that your current certification and expiration date are listed and your current certificate is also listed.

In order to complete the recertification process, you will need, to click the Renew Button, to begin the renewal process;

**And**

Add the minimum 24 hours of CE credits

To add your credits into the system. Once added, you will receive a confirmation email.

## Step 2: Adding Credits\*

### IASI Members

Members, you can go to your profile, and begin adding credits before you have applied and paid for recertification. Once you have completed the 24 credits and you have been approved and paid the renewal fee, you will be able to download an updated certificate. Notice that you already have a current certificate listed.

**Add Credits** ? ⚙️ ✕

Add or Edit the answers to the following questions. These questions must be completed in order to submit this Credits. Click "Save" once completed, and this Credits will be submitted for review.

Credits Type: SI Specific

Credits Date: [Calendar icon]

Hours: [Input field]

Credits Requested: [Input field]

Date Entered: 11/6/2023 [Calendar icon]

Add/Upload Document

Title: [Input field]

☐ Admin Only? [Choose File] No file chosen

Max file size 80 MB

Save as Draft Submit for Approval ✓ Cancel ✕

**IASI Members**, from your profile screen, add your credits.

To add credits, select the Credits Type (SI Specific or CE elective), the Credits Date, the Hours and Credits requested. The date requested should auto populate with the date you are submitting.

*If you have a certificate or documentation from the activity or course, you may upload it, but it is not required.*


Click the **Submit for Approval** to add the credits list. They will appear pending until approved.

### Non-Members

Non-members can go to the following link and fill out the CE Experience Form to add credits:

[https://iasi.clubexpress.com/content.aspx?page\\_id=1483&club\\_id=386922&item\\_id=5221&action=edit&ahfid=9242](https://iasi.clubexpress.com/content.aspx?page_id=1483&club_id=386922&item_id=5221&action=edit&ahfid=9242)

**CE Experience Form** ⓘ



Continuing Education Experience Form

Name (First & Last): [Input field]

Title of Experience: [Input field]

Please list the dates: [Input field]

Provider of the Experience: [Input field]

Category of CE experience:

☐ SI Specific

☐ CE Elective

Number of hours: [Input field]

Description of what you learned from the experience: [Text area]

Attendance	Required	Submitted	Approved	By
CE Experience	No	No		
CE Experience	No	No		
CE Experience	No	No		
CE Experience	No	No		

Submit Cancel

**Non-Members**, use the **CE Experience Form** to add your credits. You will be asked to provide your name and email to get to the form when you [click the link](#). Once you have completed application and paid and your credits have been approved, you will receive an email and your certificate.

\* Members - you can add credits to your records at any time during the two years during your next recertification window.