Xplor International

Electronic Document Professional

Recertification Credits

The following Recertification Credits are effective beginning January 1, 2013, and will be used to score recertification activities completed and reported to Xplor HQ.

Granting Recertification

Any person certified as an Electronic Document Professional must be recertified every five years. Recertification requires 150 professional credits during the five years following the initial certification, the payment of the annual recertification fee for each of the five years, actively engaged in the electronic document industry (with written verification showing such employment, consulting or similar engagement), reaffirmation to accept the Code of Ethics and such additional requirements as may be determined by the Certification Commission. No more than 50 credits may be earned in any one year of the recertification cycle.

Certified individuals must submit: 1) electronically written documentation, prepared by colleagues or supervisors, to support work experience and current employment in the industry; 2) electronic copies of transcripts, certificates or other written documentation from degree granting institutions for course completion and/or receipt of a degree to support education in or related to the industry; 3) electronic copies of certificates or other documentation showing attendance and/or participation at industry conferences, vendor produced seminars and symposiums, or other industry related programs to support professional participation, 4) electronic copies of documents showing knowledge sharing within the industry such as copies of presentations, published articles, proof of authorship or editor for industry book or publication, and other professional activities; and 5) electronic copies of award of another professional certification provided it is related to the electronic document industry..

Awarding Recertification Credits

The five-year recertification cycle begins January 1 following the year an individual received certification. Credit must be earned for approved educational and professional activities as early as the date of certification.

Professional credits, all within the last five years since certification, may be awarded as follows:

Education (must be in or related to the electronic document industry)

Topic	Credits Awarded
Education Credits (100 minimum)	
Higher education, college, or degree earning studies	10 credits per year - maximum of 50 credits
Attending conferences, courses, seminars, certificate programs sponsored by educational institutions, professional trade associations, vendors, government agencies, consulting firms, and other relevant seminars. All must be directly related to the electronic document industry to qualify for credits. Each activity must have a professional content, and instructor/presenter.	6 credits per day 3 credits per half day
Attending online webinars sponsored by educational institutions, professional trade associations, vendors, government agencies, consulting firms, and other relevant webinars. All must be directly related to the electronic document industry to qualify for credits. Each activity must be at least one hour, have a professional content, and instructor/presenter.	1 credit per hour, maximum 5 credits per day
Completing industry exam related courses, or accredited courses (CEU) taken in the last five years directly related to the industry	10 credits per CEU or passing grade
Being awarded professional certification in an occupation directly related to the industry	25 credits per certification

Knowledge Sharing (must be in or related to the electronic document industry; may be internal corporate knowledge-sharing activities for individuals who are not permitted to share knowledge publicly)

Topic	Credits Awarded
Writing an article published in the public domain	10 credits
Editing a book (each) or journal (per year)	20 credits
Writing a book published in the public domain	40 credits
Preparing a presentation (20-90 min)	4 credits
Giving a presentation (20-90 min)	4 credits
Moderating/participating in a panel	4 credits
Preparing half-day seminar or workshop	12 credits
Running half-day seminar or workshop	4 credits
Preparing a 1-day seminar or workshop	16 credits
Running a 1-day seminar or workshop	8 credits
Running list servers, moderating a chat room, FAQ, special interest forum, starting and maintaining blogs; developing and maintain other social media channels	10 credits per year
Starting a discussion using social media	1 credit, Maximum 5 credits per year
Serving as a board or committee member	10 credits per year
Serving as a mentor in a certification program	10 credits per candidate
Serving as an evaluator in a certification program	10 credits per year
Referring a successful EDA or EDP candidate	1 credit (Maximum up to 5 referrals/credits per year)
Taking part in or been responsible for a project that falls outside the list of activities listed above – projects similar to the case studies submitted for your EDP portfolio or perhaps the granting of a patent. If this is the case, please provide an account of the project in less than 1,000 words describing the key features and explaining its merits. The EDP Commissioners may want to discuss it briefly with you before awarding up to 50 credits for the project.	Up to 50 credits for the project

Recertification activities are accumulated on a calendar basis and may be reported to Xplor HQ annually or at the end of the five-year recertification cycle. The EDP Credit Transmittal Form, along with appropriate supporting electronic documentation or proof, and the recertification fee for five years must be reported to Xplor HQ by January 31following the end of the five-year recertification period.