



Expert FSIE™

D440 EN

CEP Regulation (Continuing Education Points and Recognition of Continuing Education Events)

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1. Purpose

This document regulates the points attribution system for continuing and advanced education activities at physical events (seminars, workshops, inhouse trainings, ...), webinars and publications in the context of the titles Expert FSIE™ (www.fsie.ch) and the Education Charter (EC) of the FSIE ([D020-LINK](#)).

2. Basic Definitions

- i. All contributions to continuing or advanced education of an IT expert are attributed with Continuing Education Points, CEP.
- ii. The practice activities of an IT expert are not attributed and valued with CEP but with Continued Practice Records, CPR, according to the regulation ([D450-LINK](#)).
- iii. 1 CEP corresponds to a time effort of a half-day (approximately 4 hours of which at least 2 hours content information). For one day a maximum of 2 CEP may be attributed.
 - o Only integer values of hours and integer values of CEP can be attributed.
 - o Periodically held shorter events can be combined for the attribution of CEP (e.g. a monthly series of 4 x 1.5 hour evening events under the same title can

be combined and submitted as 1 series-event for attribution of 1 CEP). The specialisation and/or education commissions decide on individual request.

- iv. Continuing education events are normally submitted in advance (i.e. before performing the event) by the education provider to FSIE for recognition and the attribution of CEP. The FSIE in the positive case then publishes the event to the FSIE experts community. In exceptional cases, recognition and CEP attribution can happen after the event.

3. Preconditions for the Recognition

- i. Both public events and company internal courses are allowed for submission.
- ii. The target audience and the participants are primarily (certified) IT experts, IT professionals with comparable qualifications or IT/MIS students; participants from other professional fields are exceptions.
- iii. The educators possess sufficient technical qualifications to teach the contents of the education event. This is assumed to be true for (certified) IT experts and IT/MIS professors; educators from other professional fields are exceptions.
- iv. The organising body guarantees a due preparation, organisation and execution of the event.
- v. The content of the education event does not include, assume or transport commercial/financial 3rd party interests. Neutral product information according to verifiable criteria is allowed.
- vi. The education providers send a complete request (as per chapter 6. of this regulation) at least 1 month before the event is held in electronic form to the FSIE (please choose the correct specialisation and/or generic education commission). In the exceptional cases of submissions after the event; the fees may be different than listed in chapter 7.; depending on actual efforts).
- vii. An attendance list must be documented and submitted to FSIE within 1 week after the event. Certificates of attendance with the FSIE stamp must only be issued after the check by the education provider.
- viii. The FSIE offers an electronic registration platform for recognised events for its members. The education provider / educator can use the platform to send attendance lists in a simplified way.

4. Responsibilities

- i. The specialisation commissions check and recognise clearly specialised events. They can specify delays and fees that are different to the ones listed in chapter 7 which are the standard fees. The specialisation commissions inform office@fsie.ch about the recognition of continuing education events.

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- ii. The FSIE Education Commission recognises cross-specialisation or basic courses as well as events on non-technical topics (e.g. regarding the personal competences or code of conduct, etc.).
- iii. The responsible commissions may issue detailed guidelines for attributing CEP in accordance with this regulation for the topics in their scope.

5. Details of the CEP System

For the participation at scientific or IT technical conferences passively/actively, courses, periodically held shorter events, seminars, colloquiums (also on management topics) as well as publications in IT journals or other scientific journals which are peer-reviewed the number of CEP is attributed according to the table below:

Participation conference passively	1 CEP per half-day
Participation conference actively	1 CEP per half-day + 2 CEP per active contribution (poster, talk, etc.)
Participation passively at courses or workshops	1 CEP per half-day
Participation passively at periodically held shorter events, seminars, colloquiums, case discussions with colleagues	1 CEP for 3 hours attended events of the same series per semester 2 CEP for 6 hours ditto 3 CEP for 9 hours ditto 4 CEP for 12 hours ditto
Coaching introduction event	1 CEP for attending the introduction event
Coach Assistance-/Practice	2 CEP for coaching a trainee/candidate with a maximum of 2 CEP per year and internship with the precondition that the introduction event has been attended.
Educator FSIE of a recognised continuing education event	4 CEP, multiple education events:: maximum 6 CEP
Publication in a journal	5 CEP per publication (first author) 3 CEP per publication (second author)
Documented Webinars (Provider must assure that participations of experts are documented and verifiable)	1 CEP for 3 webinars of min. 1 hour

6. Recognition Request

In order to recognise a continuing education event a written (electronic) request of the provider/organiser is required. We need the following information:

1. Place (or "Webinar")
2. Date
3. Specialisation(s) covered or "generic"
4. Program (Topics; complete schedule including the breaks)
5. Educators/Speakers (First and Last Name(s), Title, professional occupation and expert qualifications)
6. Education provider (Address and Contact in charge)

The hours that are acknowledged and used to attribute CEP are the net content talk/course/exercise/discussions time, i.e. presence time subtracted by the breaks, welcome and intro talks etc. Podium discussions, case studies, workshops, etc. may be counted if well guided. Only entire hours (rounded as per commercial rule) are taken into account.

Please avoid delaying interactions/questions by providing complete requests according to this regulation.

Please choose the correct specialisation or multiple specialisations for clearly technically specific events. The request will then be routed to the respective specialisation commissions of the FSIE.

Generic education events will be checked and recognised by the Education Commission of the FSIE ec@fsie.ch.

7. Fees / Participation Certificates

When recognising events, the FSIE charges the following fees which must arrive on the FSIE accounts before the checking process starts:

- Handling individual event CHF 100.00
- Handling of multiple events of the same kind in 1 request CHF 120.00
- Handling of multiple or > 2-days events min. CHF 180.00
CHF 60.00 per different type of event

As soon as a continuing education event is recognised, the involved FSIE committee (usually the specialisation commission) notifies the education provider and office@fsie.ch. If requested, the education provider receives a template to print/produce participation certificates together with the recognition confirmation. Every education provider may hence layout the certificates individually, print/pdf and hand them to the participants. This process can be handled electronically on the FSIE platform.

8. Events calendar

On request of the education provider (which is standard for public courses) recognised events are published on the Web FSIE events calendar and also push-notified to the experts in the community that have subscribed for this type of notifications.