# DOIT Continuing Education Program Requirements
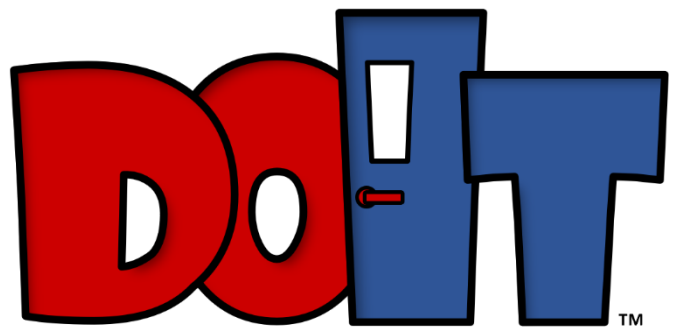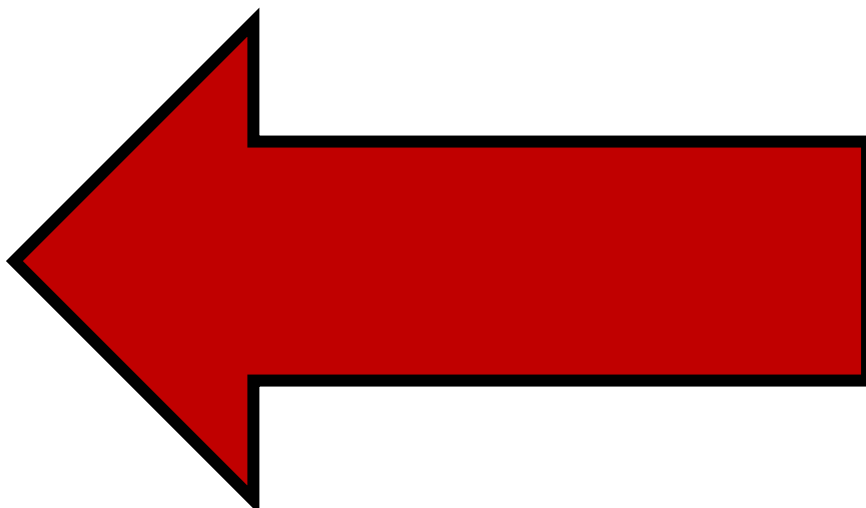
Certified Member Continuing Education Program Overview

Objective:

The Continuing Education (CE) Program aims to ensure that certified members of the Door Opening Industry Training Group (DOIT) maintain and enhance their knowledge, skills, and competencies to stay current with industry trends, codes, standards, regulations, and best practices. By participating in continuing education activities, certified members will fulfill the requirements for certification renewal and contribute to their ongoing professional development.

Types of Continuing Education Activities Allowed:

Certified members can fulfill their continuing education requirements by participating in various activities, including but not limited to:

➔ **Workshops and Seminars:** In-person classes, workshops, seminars, and conferences relevant to the door opening industry. These events must be technical in nature and cover topics such as door hardware technology, building and security codes and standards, accessibility requirements, and industry innovations.
➔ **Online Courses:** Online courses offered by accredited or professional organizations may cover various subjects related to door opening systems, fire, life safety, building and accessibility codes, and emerging technologies.
➔ **Webinars:** Live or recorded webinars conducted by industry experts. Webinars provide opportunities to learn about new products, techniques, and trends in the door opening industry from the convenience of your home or office.
➔ **Continuing Education Modules:** Continuing education modules explicitly developed for certified members. These modules may cover updates to industry standards, code revisions, case studies, and practical applications of door opening solutions.
➔ **Industry Conventions and Expos:** Attending industry conventions, trade shows, and expos to explore the latest products, technologies, and services offered by leading manufacturers and suppliers in the door-opening industry. These events often include educational sessions and networking opportunities.

Certification Renewal Policies:

A. Certification, initial or renewal, is valid for a period of 3 years from the date of certification.

B. Certified members must recertify every three years to maintain their certification.

C. Certification must be renewed before it lapses.

   1. Certified members must know when their certification expires and are solely responsible for completing the application and all renewal requirements on time.
   2. Failure to receive a notice or reminder of expiration does not excuse failure to renew on time.

D. Lapse of Certification

1. A certification has lapsed when not renewed on or before the expiration date.
2. Individuals with a lapsed certification are prohibited from displaying their certification credentials or representing themselves as DOIT certified.
3. A six-month grace status may be granted upon request.
4. A certification will be revoked if the holder exceeds the six-month grace status without recertifying.
5. If an individual with a revoked certification wishes to become certified again, there is no recertification provision. They must pass all required exams to recertify.

E. Certified members must maintain a certified membership. Memberships are valid for a period of 1 year.

1. The first membership year is provided as part of the certification process.
2. Memberships must be renewed annually.

F. A certification maintenance fee is due at the time of certification renewal.

Continuing Education Requirements:

A. To renew a certification, certified members must earn 20 contact hours of continuing education within three years of receiving their first certification.

B. The 20 contact hours can be earned through Continuing Education Units (CEUs), Learning Units (LUs), or a combination of both. However, not more than 10 contact hours of the 20 required contact hours may be LUs.

DOIT is accredited by the International Accreditors for Continuing Education and Training (IACET). It offers IACET CEUs for learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes continuing education and training quality.

CEUs can only be awarded by accredited organizations whose training adheres to the ANSI/IACET Standard for Continuing Education and Training.

Continuing Education Units (CEUs):

1 CEU = 10 contact hours.

A contact hour is defined as 60 minutes of an educational activity. This includes classroom instruction, self-paced instruction, pre/post assignments, and homework supporting a learning outcome.

To meet the requirement of 20 contact hours, you would need to earn 2 CEUs.

Eligible Learning Activity CEUs	Notes
In-person Courses, Conference Sessions, and Workshops on Technical Content	Technical content must be non-commercial and non-sales in nature.
Online Course, Live	Virtual course, instructor-led. A certificate of completion is required. (e.g., Live Webinar/Course)
Online On-Demand or Self Study	Virtual course, online self-paced. Assessment and/or proof of completion is required. (e.g., Recorded Webinar/Self-Paced Course)

Eligible for CEUs: Classroom self-paced, distance learning, or other projects supporting a learning outcome.

Not Eligible for CEUs: Unplanned, unsupervised, and unsponsored activities such as breaks, non-working lunches, and anything promotional.

Learning Units (LUs):

1 LU = 1 contact hour.

Learning units are provided for time spent in learner interaction with the learning activity content. This may include classroom instruction, self-paced instruction, pre/post assignments, and homework supporting a learning outcome provided outside of DOIT education and training.

To meet the requirement of 10 contact hours, you would need to earn 10 LUs.

DOIT will accept LUs earned from pre-approved outside organizations that offer continuing education. LUs must pertain to the door opening industry and be related to the maintained DOIT credential. **A transcript, assessment, certificate of completion, or proof of completion is required.**

Organizations, associations, and government agencies offering relevant training include:

➔ International Code Council (ICC)
➔ National Fire Protection Association (NFPA)
➔ Associated Locksmiths of America (ALOA)
➔ Steel Door Institute (SDI)
➔ The Window & Door Manufacturers Association (WDMA)
➔ The American Institute of Architects (AIA)
➔ American Society for Industrial Security (ASIS)
➔ National Systems Contractors Association (NSCA)
➔ Security Industry Association (SIA)
➔ U.S. Access Board

Manufacturer's Technical Training Programs:
➔ Technical Glass Products (TGP)
➔ Other Industry Manufacturer Technical Training

Continuing Education for DOIT Instructors:

DOIT cannot offer CEUs for content delivery in compliance with the ANSI/IACET standard as it assumes that the instructor has already established competence in the content area before the instruction. Instructors are not active learners in the training event; they are the facilitators of knowledge.

DOIT can provide LUs for technical content creation or delivery as subject matter experts (SMEs).

SMEs who prepare, research, write, or present current and relevant technical content to an industry audience via audio, visual, or written delivery of technical information or who create or assist with creating the DOIT curriculum shall be awarded LUs.

SMEs who create material delivered outside of DOIT must submit documentation of the activities. Activities can include authorship of articles in a technical publication or presentation delivered to industry audiences. Authorship of an article in a print or digital publication is worth 3 LU per article. Credit awarded for presentation delivery shall depend on the presentation's duration.

Documentation and Reporting:

Certified members are responsible for maintaining records of their continuing education activities, including certificates of completion, transcripts, or other proof of participation.

A. Documentation should include:

1. Activity Type
2. Activity's Title
3. Date Attended
4. Duration of Event
5. Number of LU Contact Hours or CEUs Earned

B. CEUs earned through DOIT education and training are retained in DOIT's Learning Management System.

1. DOIT Certificate of Completion can be downloaded from the student portal

Certified members must submit a renewal application and documentation of their continuing education activities within the specified period. Failure to meet the continuing education requirements may result in the suspension or revocation of certification.

Can I count the same CEUs or LUs for continuing education credit multiple times?

DOIT does not accept the submission of CEUs or LUs for courses or activities that have been previously reported during a renewal cycle. It is at the discretion of the credential holder to determine how many times they wish to take a course; however, CEUs or LUs should only be reported once. The purpose of maintaining a credential is to promote ongoing learning, competency, and staying updated with industry knowledge. Therefore, the same course should not be reported again in subsequent reporting cycles.

Membership:

In addition to the continuing education contact hours, certified members must maintain their certified membership in good standing to remain eligible for certification renewal.

Fee Associated with Certification Renewal:

A. A certification maintenance fee of $125 US is due at the time of recertification.

B. Certified members with more than one credential are only subject to one fee.

C. Failure to pay the fee may result in the suspension or revocation of certification.

Benefits of Continuing Education:

Participating in continuing education activities offers numerous benefits to certified members, including:

➜ Staying current with industry trends, codes, standards, and best practices.
➜ Enhancing knowledge, skills, and competencies in the door opening industry.
➜ Expanding professional networks and opportunities for collaboration.
➜ Demonstrating a commitment to ongoing professional development and excellence.
➜ Maintaining certification in good standing and preserving eligibility for career advancement opportunities.

By actively engaging in continuing education, certified members can ensure their continued success and relevance in the dynamic and evolving field of door opening systems and technology.