



*Entertainment Technician  
Certification Program*

## ETCP Training Recognition Program for ETCP Renewal Credits

### Guidelines, Application & Licensing Requirements

**The Entertainment Technician Certification Program (ETCP)** evaluates the proficiency of technical personnel working in the entertainment industry and certifying technicians who demonstrate a high level of knowledge, skills and abilities.

ETCP Certificants are required to participate in on-going professional education to maintain their certification. ETCP has initiated an administrative review and recognition process for educational and training programs. ETCP Recognized Programs provide Certificants with twice as many renewal credits as unrecognized programs. Many organizations will find ETCP Recognition and the ETCP logo (specifically for Recognized Programs) to be effective tools for marketing their programs. Organizations may apply to receive ETCP Recognition and include the ETCP logo in their promotional literature by completing the ETCP Program Recognition Application and the Limited License Agreement. ETCP recognition is for renewal credits only.

#### **Qualifying Activities**

ETCP will recognize educational programs that promote competence in areas of expertise related to ETCP credentials. Product-specific educational activities can be approved when they are designed to convey application guidelines, proper installation, service, or troubleshooting techniques applicable to areas related to specific ETCP credentials.

Product-specific training is useful only for a given piece of equipment or a particular system. For example, a class providing information on how to use “Brand XXX Cable Fittings” would be product-specific, because the skills acquired would not necessarily be applicable to “Brand ZZZ Cable Fittings.”

Programs submitted as “product-specific” that appear to be sales pitches or product endorsements will not receive approval. This distinction is important because ETCP does not endorse specific products; rather ETCP endorses competence in given areas of expertise. Product-specific programs may be approved when they are designed to convey application guidelines, proper installation, service, or troubleshooting techniques.

#### **Application Process**

Organizations interested in receiving ETCP Recognition for their program(s) must complete and sign the attached application form that includes a Limited License Agreement for use of the ETCP logo and approved tag line. Applicants must attach a schedule/agenda indicating the program topics and length, scheduled breaks and meals, a list of instructors (including biographies, CVs, and/or resumes) involved in the program, a brief program description that identifies the intended audience, and program objectives (see below). Incomplete applications will not be processed.

Applications for ETCP Recognition require a minimum of six weeks for processing. In order to provide you with adequate time for marketing your program, ETCP recommends applications be submitted at least three months prior to the program date.

This application is appropriate if you are requesting recognition for a single course, including one that may have multiple presentation dates, providing the presentation content does not vary. This allows a single course to be recognized for a two-year period for a \$1000 fee. If dates are added to the

original list, the training contact must notify ETCP of each additional date. The training contact is also responsible for supplying the Certification Manager with new training dates each year. If you would like to submit multiple courses for ETCP Recognition, please complete the ETCP Training Provider Recognition Application Form.

### **Audience**

Program descriptions must indicate the intended audience and program content must be a reasonable match for that audience. For example, if the program content was on the installation of truss rigging, the appropriate audience would be arena-style riggers, not scenic artists. Or if the program content was on the installation of Ethernet systems, the appropriate audience would be entertainment electricians, not generator operators. Programs with content inappropriate for the target audience will not receive approval.

### **Objectives**

Applications for ETCP Recognition must be accompanied by a brief program description, including the length of program and key learning objectives. This information allows potential attendees to determine whether the program will meet their educational needs. For example, a reasonable objective for arena riggers is “At the completion of this program attendees will be able to properly build two leg bridles.” A reasonable objective for theatrical electricians is “At the end of this training attendees will be familiar with the latest changes in the NEC that affect theatrical installations.”

### **Promoting Your Program**

Programs receiving ETCP Recognition will be listed on their own page on the ETCP website with contact information, program description, dates, Provider logo, and a link to the Provider’s web site. Please provide copies of any printed program brochures to ETCP in order to complete your file.

### **Determining ETCP Credits**

One hour of ETCP Renewal Credits is awarded for every hour of training provided.

### **Fees**

Providers must pay a flat fee that will be valid for two years from the date of the acceptance letter. This fee covers the approved course during this time period. Current fees are:

Profit organizations:	\$1000.00
Non-profit organizations:	\$500.00 (Documentation Required)

If the application is rejected, the fee will be refunded, less a \$100 administration charge. If an organization requests to withdraw their application, the provider recognition fee will be refunded, less the \$100 administration charge. The fee is non-transferable.

Credit card transactions that are declined or returned checks are subject to a \$25 handling fee.

### **Recordkeeping**

ETCP Certificants are required to maintain individual documentation for programs attended. Written documentation of attendance shall be provided to attendees by the Provider organization. ETCP will provide an ETCP Certificant Attendee Sign-In Sheet . The Provider should document attendance and submit this to the Certification Manager after each program date.

ETCP Recognized Programs are subject to audit (i.e. review of student evaluation sheets, program’s website, participant’s materials, etc.).

**If you have any questions about the program please contact Meredith Moseley-Bennett, ETCP Certification Manager, at [etcp@esta.org](mailto:etcp@esta.org) or 212-244-1505.**

# ETCP PROGRAM RECOGNITION APPLICATION

Please give complete information about the program you would like to have recognized. Both the ETCP Program Recognition Application and the Limited License Agreement must be completed in full before processing can begin.

**Rigging**

**Electrical**

Provider Name: \_\_\_\_\_

Provider (or program) website: \_\_\_\_\_

Training Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact person to be listed on the ETCP website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Program title: \_\_\_\_\_

Learning objectives:

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Please attach a full program description and a schedule indicating program topics, length of program and scheduled breaks/meals. Also include a list of instructors and, for any non-ETCP Recognized Trainers, include biographies, CVs, and/or resumes.

## PROGRAM DATE(S) AND LOCATION(S)

Multiple program dates and locations must be listed in chronological order to ensure accurate publishing.

Program Date(s):

Location:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## ETCP Program Recognition Limited License Agreement

Whereas \_\_\_\_\_ (hereinafter referred to as "Provider") has applied ESTA for limited use of the ETCP logo in advertising materials pertaining to the programs listed on the ETCP Training Provider Recognition Application.

Program Name: \_\_\_\_\_

This license permits the Provider to display the "ETCP Recognized" logo as specified herein and to display the statement "Approved training for ETCP renewal credits." This license is effective for two years from date of approval. A new application and license agreement must be submitted six weeks prior to expiration to apply for renewal of program recognition.

Therefore, the Provider agrees to the following terms and conditions of this limited license:

1. All policies and guidelines will be followed as outlined in this document.
2. The ETCP logo remains the property of ETCP at all times.
3. The Provider is not authorized to use the logo for any programs or services other than those herein named in the limited license agreement.
4. The Provider agrees to include the following sentence immediately after the ETCP logo with no intervening verbiage between the logo and the statement: "**Approved training for ETCP renewal credits.**"
5. The logo must be displayed utilizing either ETCP's official logo colors (Pantone 369 and black) or black only and must be used as a single unit in its entirety.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Provider Name: \_\_\_\_\_

By (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Application Fee Enclosed \$\_\_\_\_\_

**For ETCP office use only**

Received: \_\_\_\_\_

Program #: \_\_\_\_\_

RCH: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SEND COMPLETED APPLICATION TO:**

ETCP, 630 Ninth Avenue, Suite 609, New York, New York 10036