



*Entertainment Technician
Certification Program*

ETCP Training Provider Recognition 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. Programs provided by ETCP Recognized Training Providers provide Certificants with twice as many renewal credits. Many organizations will find ETCP Recognition and the ETCP logo (specifically for Recognized Training Providers) to be effective tools for marketing their programs. Providers may apply to receive ETCP Recognition and include the ETCP logo in their promotional literature by completing this form. ETCP recognition is for renewal credits only.

Qualifying Activities

ETCP will recognize Training Providers 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 becoming ETCP Recognized Training Providers must complete and sign the attached application form that includes a Limited License Agreement for use of the ETCP logo and approved tag line. Organizations must attach the following for each course to be recognized for ETCP Renewal Credits: 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 multiple courses covering different topics. This allows multiples course to be recognized for a two-year period for a \$2500 fee. Separate dates should be listed for each course; if dates are added to the original list, the training contact

Separate dates should be listed for each course; 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 a single course, including one that may have multiple presentation dates, please complete the ETCP Program Recognition Application.

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, course descriptions, dates, Provider logo, and a link to the Provider’s web site. Multiple courses will be listed on the same page with corresponding training dates. 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:	\$2500.00
Non-profit organizations:	\$1225.00 (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 certification.na@plasa.org or 212-244-1505.

ETCP TRAINING PROVIDER RECOGNITION APPLICATION

Please complete a separate page for each program (i.e. any course with a different curriculum) you would like to have recognized. Both the ETCP Training Provider Recognition Application and the Limited License Agreement must be completed in full before processing can begin.

Rigging

Electrical

Provider Name: _____

Provider 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:

Please attach a full program/course description (for each program) 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 Training Provider Recognition Limited License Agreement

Whereas _____ (hereinafter referred to as "Provider") has applied to PLASA 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, 875 Sixth Avenue, Suite 1005, New York, New York 10001