



**Entertainment Technician  
Certification Program**

## **Guidelines for Online Training ETCP Renewal Credits**

ETCP Certificants are required to participate in on-going professional education programs to maintain their certification. ETCP Recognized Programs provide Certificants with twice as many renewal credits as unrecognized programs. Recognition has now been extended to include online training, but the following guidelines must be adhered to:

1. All those submitting an online course(s) for approval must be currently ETCP Recognized. If the program/provider is not currently Recognized they must apply to become either an ETCP Recognized Training Program or Provider. More information on how to apply may be found here: [http://etcp.esta.org/cert\\_recognized/training.htm](http://etcp.esta.org/cert_recognized/training.htm)
2. ETCP will recognize online educational programs that promote competence in areas of expertise related to ETCP credentials and their specific Content Outlines only. More information on applicable course content may be found in the ETCP Program/Provider Recognition Applications.
3. 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 launch date of the online training.
4. 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.
5. A safeguard for student authentication and verification for attendance must be provided to insure that the student is actually participating in the training. This could include a quiz at the end of each section or a timed click-to-proceed feature.
6. The organization providing the training must include the following statement within the training module, with a checkbox: "I am the same person who has registered online to participate in this training module. I understand that misrepresenting oneself in this online course is a violation of the ETCP Code of Ethics."
7. The organization providing the online training will determine, in conjunction with the Certification Manager, the acceptable number of renewal credits that attendees will receive upon completion of the course. Typically, one hour of ETCP Renewal Credits is awarded for every hour of training provided, but since the time it takes for each attendee to complete online training will differ, it is important to determine a reasonable amount of time for completion of the course.
8. The Provider of the online training is responsible for submitting the names of those who completed the online training to the Certification Manager so these credits may be added to each Certificant's file.