OpenText™ EnCase™ Certified eDiscovery Practitioner (EnCEP) renewal form

Please complete the following information:

Certification number:

Last name: First: Middle:

Contact/organization information

Organization name:

Title/department:

Street number/name:

City: State/province:

Country: Zip/postal code:

Phone: Fax:

Primary email: Secondary email:

Renewal requirements and information:

The cost of the renewal is $500* USD.

* A 50% discount will be applied if the renewal requirements and submissions are completed prior to the expiration of the certification, lowering the cost for renewal to $250. The expiration date is included on the correspondence provided at the time of certification/previous renewal.

The completed renewal form and supporting documentation can be submitted to the certification coordinator via mail or email. Contact information is found at the end of this form.

Payment information

Once your renewal form has been reviewed and accepted, you will be contacted regarding invoicing and payment methods.

If the company for which you work is paying the invoice and is based in any of the countries included in the following list, please provide the company's tax ID/VAT registration:

Tax ID/VAT registration*:

Please also provide the company's name and address associated with the tax ID/VAT registration.

Organization Name:

Street number/name:

City: State/province:

Country: Zip/postal code: Phone:

*If the organization responsible for payment is tax exempt, please attach documentation. If the organization is based in one the following countries, please include VAT or tax ID.

Albania	Dominican Republic	Latvia	Saudi Arabia
Argentina	Ecuador	Lithuania	Serbia
Australia	El Salvador	Luxembourg	Slovakia
Austria	Estonia	Malta	Slovenia
Bahrain	Finland	Mexico	South Africa
Belarus	France	Monaco	Spain
Belgium	Germany	Netherlands	Sweden
Bolivia	Greece	Nicaragua	Switzerland
Brazil	Guatemala	Norway	Turkey
Bulgaria	Honduras	Panama	Ukraine
Canada	Hungary	Paraguay	United Arab Emirate
Chile	Iceland	Peru	United Kingdom
Colombia	India	Philippines	Uruguay
Costa Rica	Indonesia	Poland	Venezuela
Croatia	Ireland	Portugal	
Cyprus	Isle of Man	Qatar	
Czech Republic	Italy	Romania	
Denmark	Kuwait	Russia	
		San Marino	

EnCase Certified eDiscovery Practitioners are required to achieve one of the following items in order to renew:

- Attend a minimum of 32 credit hours of documented continuing education in eDiscovery to maintain the certification*:
  o The training should either be from OpenText, your agency or an accredited source. Training should be either in a classroom lab setting or online. You should be able to provide proof of attendance via a certificate, transcript, or official letter.
  o You can earn one credit hour for each classroom hour of training and 1/2 credit hour for each one hour of instruction as an eDiscovery curriculum instructor.
  o To obtain full credit for any EnCase Training OnDemand courses, you must view the entire class.
  o If you attend any eDiscovery conference *other* than OpenText™ Enfuse™ Conference, here are the guidelines for submitting renewal credit:
    – Only labs count (we do not count seminars or product demos).
    – You can count one CPE credit for every hour you are in a lab.
    – To submit credits, please send a copy of the conference attendance certificate and/or documentation that indicates the number of CPE credits attained.

      *Training and teaching hours may be combined to reach the total 32 hours required. Documentation may be a certificate of completion, official letter from the provider, or transcript.

- **Attend one Enfuse Conference within the renewal period.** Your certification must be current at the time of the conference at one Enfuse Conference to fulfill the requirement to renew your EnCEP.
  - Indicate the year that you attended the conference:
    - Enfuse 2020 – 8 sessions ☐
    - Enfuse 2021 – 6 sessions ☐
    - Enfuse 2022 – 9 sessions ☐

Please do not submit your renewal documentation separately. Keep all certificates together and only send them when you have the requirement fulfilled. When you are ready, send this form and any certificates/letters/documents to the following electronically via email or as hard copies to the mailing address.

- Only credit that has been received between your certification date and expiration date will be accepted.

- Once your renewal has been submitted and approved, your renewal date will be changed to a three-year period. Example: If you are renewing in 2022, your next renewal date will be 2025 and every three years from then on.

Once the application for renewal is received and approved, the Certification Coordinator will send payment instructions for the renewal fee via email.

EnCEP Certification contact information:

Mail: OpenText
Attn: Certification Coordinator
1055 E. Colorado Boulevard, Suite 400
Pasadena, CA 91106-2375

Email: EnCaseCertification@opentext.com
Phone: 626-463-7966

10/17/2022