



# 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: \_\_\_\_\_  
 City: \_\_\_\_\_ State/province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Zip/postal code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Primary email: \_\_\_\_\_ Secondary email: \_\_\_\_\_

### Renewal requirements and information:

The cost of the renewal is \$75 USD. 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.

### Billing information

Individual/organization responsible for payment: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State/province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Zip/postal code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Payment details/reference if paid prior to invoicing: \_\_\_\_\_ Tax ID/VAT registration\*: \_\_\_\_\_  
 Payment options:  Purchase order  Net 30  Credit card  Money transfer  
*(circle one)*

**Do not provide payment details on this form or include payment with the completed form; indicate your preferred payment option and you will be contacted for the details.**

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



# EnCEP renewal form

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 electronic discovery to maintain the certification\*:**
  - 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.
  - 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.
  - If you attend any other electronic discovery 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 agenda and indicate the labs attended and how many CPE credits each one is worth.

*\*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 and you must attend at least 10 of the laboratory sessions at one Enfuse Conference to fulfill the requirement to renew your EnCEP.  
→ **Indicate the year that you attended the conference:** \_\_\_\_\_

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 email or 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 2019, your next renewal date will be 2021 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](mailto:EnCaseCertification@opentext.com)

Phone: 626-463-7966