EnCEP® Renewal Form

Please complete the following information

Certification number: _____

Last Name: _____ **First:** _____ **Middle:** _____

Contact Information:

Street: _____

City: _____ **State/Province:** _____

Country: _____ **Zip/Postal Code:** _____ **Phone:** _____

Primary Email: _____ **Secondary Email:** _____

Organization Name: _____

Title:: _____ **Department:** _____

Street: _____

City: _____ **State/Province:** _____

Country: _____ **Zip/Postal Code:** _____

Phone: _____ **Ext:** _____ **Fax:** _____

Renewal Requirements and Information:

The cost of the renewal is $75 (U.S.). **Please submit the completed renewal form and supporting documentation to** EnCaseCertification@opentext.com or **fax** to **626-432-9558**. Once the application is approved, a quote and payment information will be emailed to the email address provided on the renewal form. In addition, EnCase® Certified eDiscovery Practitioners are required to achieve **one** of the following items in order to renew:

- ❑ **Attend a minimum of thirty-two (32) credit hours of documented continuing education in e-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 (1) credit hour for each classroom hour of training and 1/2 credit hour for each one hour of instruction as an e-discovery curriculum instructor.
  - If you attend any other e-discovery conference other than Enfuse™, here are the guidelines for submitting renewal credit:
    - Only labs count (we don't count seminars or product demos).
    - You can count one (1) 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.** Our 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 documents 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 fax, 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 2016, your next renewal date will be 2019 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 info:

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

Email: EnCaseCertification@opentext.com

Fax: 626-432-9558