



## 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 \$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 number/name:

City:

State/province:

Country:

Zip/postal code

Phone:

Payment details/reference if paid prior to invoicing:

Tax ID/VAT registration\*:

### Payment options:

(select one)      **Purchase order**       **Net 30**       **Credit card**       **Money transfer**

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	Belgium	Colombia	Dominican
Argentina	Bolivia	Costa Rica	Republic
Australia	Brazil	Croatia	Ecuador
Austria	Bulgaria	Cyprus	El Salvador
Bahrain	Canada	Czech	Estonia
Belarus	Chile	Republic	Finland
		Denmark	France

Germany	Latvia	Philippines	Spain
Greece	Lithuania	Poland	Sweden
Guatemala	Luxembourg	Portugal	Switzerland
Honduras	Malta	Qatar	Turkey
Hungary	Mexico	Romania	Ukraine
Iceland	Monaco	Russia	United Arab Emirate
India	Netherlands	San Marino	United Kingdom
Indonesia	Nicaragua	Saudi Arabia	Uruguay
Ireland	Norway	Serbia	Venezuela
Isle of Man	Panama	Slovakia	
Italy	Paraguay	Slovenia	
Kuwait	Peru	South Africa	

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\*:
  - 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 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 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 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 2021, your next renewal date will be 2024 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

7/14/2021