



BUILD ELECTRONICS BETTER

# Training and Certification Program Application for Certified Master IPC Trainer

## Overview

Master IPC Trainers must be employees of an IPC approved certification center. This application must be signed by both the Master IPC Trainer candidate and a representative of the IPC approved certification center.

Please review the MIT Certification Renewal Point System documents below for detailed information about requirements for renewal of your MIT designation.

Please check one:

☐ Initial Application

☐ Renewal Application

Applying for Master IPC Trainer in (Select all that apply):

☐ IPC-A-610

☐ IPC-6012

☐ IPC/WHMA-A-620

☐ CID

☐ IPC-7711/7721

☐ IPC-A-600

☐ J-STD-001

☐ CID+

## Part 1 - Please identify Master IPC Trainer Candidate and employing organization.

|                                            |                      |                      |                                               |                      |  |
|--------------------------------------------|----------------------|----------------------|-----------------------------------------------|----------------------|--|
| First name:                                |                      | Last name:           |                                               | Email:               |  |
| <input type="text"/>                       |                      | <input type="text"/> |                                               | <input type="text"/> |  |
| Company:                                   |                      |                      | Address:                                      |                      |  |
| <input type="text"/>                       |                      |                      | <input type="text"/>                          |                      |  |
| City:                                      | State/Province:      |                      | Postal code:                                  | Phone:               |  |
| <input type="text"/>                       | <input type="text"/> |                      | <input type="text"/>                          | <input type="text"/> |  |
| Name of IPC approved Certification Center: |                      |                      | Address of IPC approved Certification Center: |                      |  |
| <input type="text"/>                       |                      |                      | <input type="text"/>                          |                      |  |

**Note:** If this is a renewal application of a current MIT designation from the same IPC approved certification center please skip to part 5.

## Part 2 - Please indicate the highest degree earned, the name and location of the degree-awarding institution and the date awarded.

☐ High School diploma or GED

☐ Bachelor's Degree

☐ Other

Please explain

☐ Associate's Degree

☐ Master's Degree

Name of degree-awarding institution:

Address:

Course of Study:

Date Awarded

**Part 3** - Please list your technical experience in electronics manufacturing.

| Company Name | Location | Position/Duties | Start/End Dates |
|--------------|----------|-----------------|-----------------|
|              |          |                 |                 |
|              |          |                 |                 |
|              |          |                 |                 |
|              |          |                 |                 |
|              |          |                 |                 |
|              |          |                 |                 |

**Part 4** - Please list your experience as an instructor in a technical or vocational field.

| Institution Name | Location | Courses/Topics Taught | Start/End Dates |
|------------------|----------|-----------------------|-----------------|
|                  |          |                       |                 |
|                  |          |                       |                 |
|                  |          |                       |                 |
|                  |          |                       |                 |
|                  |          |                       |                 |
|                  |          |                       |                 |

**Part 5** - Please list your experience as an instructor in a technical or vocational field.

| Activity name | Date | Number of points earned | File name of attachment for this activity |
|---------------|------|-------------------------|-------------------------------------------|
|               |      |                         |                                           |
|               |      |                         |                                           |
|               |      |                         |                                           |
|               |      |                         |                                           |
|               |      |                         |                                           |
|               |      |                         |                                           |

**Part 6** - Signature of Master IPC Trainer Candidate.

"I certify that the above information is a true accounting of my technical and instructor experience in electronics manufacturing and my formal education. If certified as a Master IPC Trainer for the IPC Certification program, I will train Certified IPC Trainers at the IPC approved center listed in Part 1."

Signature:

Date:

**Part 7** - Signature of Supervisor from Licensed IPC Certification Center.

"My organization, named in Part 1, is an IPC approved certification center. If this Master IPC Trainer candidate is successful, he/she will train Certified IPC Trainers at this Center.

Name (Print)

Title:

Signature

Date:

**Part 8** – Fees

A non-refundable application fee for a MIT seeking to obtain or renew their MIT designation is \$85 per application. An invoice will be sent within 14 days of receipt of this application. Failure to remit fees in a timely manner may result in loss of your MIT designation. All applicable CIT Certification Renewal fees also apply.

**Please submit this form along with the required supporting documentation to the Certification Help Desk.**

**Note:** Application processing may take up to six weeks for review and to update our systems. Please plan accordingly.

# MIT Certification Renewal Point System

## Overview

The IPC Certification Renewal Points System documents a candidate's effort to maintain and increase their expertise in their area of certification and related areas of practice. A certificant seeking to renew their certification must obtain a minimum of twenty-five (25) points during their two (2) year period of certification. Candidates may earn certification renewal points utilizing any of the methods below. A maximum of 15 points may be obtained through professional enhancement activities.

Please use the IPC Record of Participation form below to document and validate IPC approved activities and point values.

| IPC Approved Activities                                                                                                                                                                 | Point Value                                             | Max. points                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------|
| Continuing Education                                                                                                                                                                    |                                                         |                                    |
| Attend a conference, workshop, or seminar on educational theory or practice, IPC standards, or technical topics related to the electronics industry.                                    | 1 point per 1 contact hour                              | No Limit                           |
| Deliver a conference, workshop, or seminar presentation on educational theory or practice, IPC standards, or technical topics related to the electronics industry to a public audience. | 2 points per 1 contact hour                             | No Limit                           |
| Complete a community-college, college, or university course on electrical engineering, education, or instructional design at an accredited institution.                                 | 4 points                                                | No Limit                           |
| Teach a community-college, college, or university course on electrical engineering, education, instructional design, or other industry related topic at an accredited institution.      | 8 points                                                | No Limit                           |
| Professional Enhancement                                                                                                                                                                |                                                         |                                    |
| Complete an additional Certification or Certification Endorsement program.                                                                                                              | 1 point per additional IPC certification or endorsement | 10 points per certification period |
| Actively participate in IPC Training and Certification Exam Item Writing. Questions and Distractors must comply with the IPC Item Writing Guidelines.                                   | 1 point per 10 questions and answers submitted          | 5 points per certification period  |
| Actively participate on an IPC Technical, Training, or Certification Committee.                                                                                                         | 3 points per committee                                  | 9 points per certification period  |
| Volunteer in a leadership role (chair or vice-chair) on an IPC Technical, Training, or Certification Committee.                                                                         | 6 points per committee                                  | 12 points per certification period |
| Publish an original technical paper or full-length article in a technical society or industry publication.                                                                              | 2 points per paper or article                           | 6 points per certification period  |

| IPC Approved Activities (Cont'd)                                                 | Point Value              | Max. points                       |
|----------------------------------------------------------------------------------|--------------------------|-----------------------------------|
| Professional Enhancement (Cont'd.)                                               |                          |                                   |
| Volunteer to help IPC host, plan, manage, or judge at an IPC competition.        | 2 points per competition | 6 points per certification period |
| Volunteer to help IPC host, plan, manage, or judge an IPC Foundation STEM event. | 2 points per event       | 6 points per certification period |
| Act as an IPC Mentor in the IPC Emerging Engineer Program.                       | 2 points per mentee      | 6 points per certification period |

## Additional Requirements

### Continuing Education

- MITs may only gain renewal points once per renewal period for each course attended or taught. If an MIT attends or teaches the same course multiple times, they may only obtain points for one of the sessions.

### Professional Development

- MIT Renewal Points are only granted for completing additional new endorsements and certifications through IPC. The initial CIT Certification and endorsement do not award renewal points. However, if an MIT gains a CSE credential, they can accrue one point for each additional CSE endorsement obtained during that recertification cycle.
- Active participation is defined as attending committee meetings, completing committee assignments, contributing meaningfully to discussions and projects, providing timely feedback, and otherwise engaging in the work of the committee.
- Questions and Distractors must comply with the IPC Item Writing Guidelines in order to qualify for MIT Renewal Points.

## Required Documentation

### Continuing Education

For an MIT to obtain renewal points for continuing education, they must provide the following documentation:

- Attending a conference, workshop, or seminar: A Certificate of Completion provided by the education provider listing the name of the individual in attendance, the education provider, the title of the course, the date of the course and/or the location of the training event, and the number of hours of training attended.
- Deliver a conference, workshop, or seminar: A syllabus listing the course title, topics, and duration of each section of the training, as well as documentation detailing when, where, and to which audience the conference, workshop, or seminar was presented.
- Complete a community-college, college, or university course: A transcript containing the name of the institution course name and description, name of the instructor, and dates of attendance.
- Teach a community-college, college, or university course: Documentation detailing the institution where you taught the course, course name and description, and dates of instruction

## Required Documentation (Cont'd)

### Professional Enhancement

For an MIT to obtain renewal points for professional enhancement, they must provide the following documentation:

- Actively participate in IPC Training and Certification Exam Item Writing: A document from the IPC committee liaison listing the MIT's name, the number of items contributed, and the dates of the contribution. An MIT may choose to provide this information directly to the IPC liaison for validation.
- Actively participate on an IPC Technical, Training, or Certification Committee: A document from the IPC committee liaison listing the MIT's name, the number of meetings attended, and the MIT's level of cooperation and contribution to the committee.
- Publish an original technical paper or full-length article: Documentation verifying the MIT as author and stating the title of the article, location of publication, and date of publication.
- Volunteer to help IPC host, plan, manage, or judge at an IPC competition or STEM event: A document from the IPC staff member overseeing the event or program stating the MIT's name, dates of participation, and acknowledging their contribution.
- Act as an IPC Mentor in the IPC Emerging Engineer Program: A document from the IPC staff member overseeing the Emerging Engineering Program stating the MIT's name, dates of participation, and acknowledging their contribution as a mentor.

# Record of Participation

## MIT Certification Renewal Point System

### Overview

This form is used to document a current MIT's effort to maintain and increase their expertise in their area of certification and related areas of practice by attending or participating in an IPC approved activity. Please see the Policies and Procedures for a list of IPC approved activities, point values, and any additional documentation that must be submitted with this form. This form may be completed by the MIT or the IPC staff liaison. It is not valid and points will not be considered unless it is signed and dated by the IPC staff liaison(s) responsible for the IPC approved activity(ies) listed..

Please send your IPC Record of Participation form and any required documentation to [certification@electronics.org](mailto:certification@electronics.org). Please allow up to six weeks for processing. You will receive an email notification once your application has been processed.

### Candidate Contact Information

|                    |                |
|--------------------|----------------|
| First name:        | Last name:     |
| Primary telephone: | Primary Email: |

| Activity                   | IPC Liaison                                    | # Points |
|----------------------------|------------------------------------------------|----------|
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |

| Activity                   | IPC Liaison                                    | # Points |
|----------------------------|------------------------------------------------|----------|
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |
| Name: _____<br>Date: _____ | Name: _____<br>Signature: _____<br>Date: _____ |          |