



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:
Company:		Address:
City:	State/Province:	Postal code: Phone:
Name of IPC approved Certification Center:		Address of IPC approved Certification Center:

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 \$75 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 MITs 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 MITs name, the number of meetings attended, and the MITs 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 MITs 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 MITs name, dates of participation, and acknowledging their contribution as a mentor.



BUILD ELECTRONICS BETTER

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@ipc.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: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	

Activity	IPC Liaison	# Points
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	
Name: _____ Date: _____	Name: _____ Signature: _____ Date: _____	