

AUTHORIZED
TRAINING
FACILITY
INFORMATIONAL
BROCHURE





A MESSAGE FROM THE TRAINING PROVIDER SERVICES MANAGER

Christopher Hobbs, RCDD, DCDC, OSP, RTPM, CT

Thank you for your interest in our Authorized Training Facility (ATF) program. We look forward to working with you in the future.

Becoming an ATF is your opportunity to offer BICSI's Cabling installation Program to your staff and/or the public at your facility. Any organization is invited to apply.

The ATF Program incorporates many benefits for participating organizations and their certified trainers.

Join BICSI in spreading the availability of a valuable ICT education. By becoming a BICSI Authorized Training Facility, your organization will have a powerful, industry-recognized program to offer to those interested in beginning or enhancing their careers in the ICT industry.

If you have questions about the program, please contact me directly:

providerservices@bicsi.org.

Christopher Hobbs

WHAT IS AN AUTHORIZED TRAINING FACILITY?



A BICSI Authorized Training Facility is a BICSI-approved site using the same globally recognized curriculum, classroom equipment and materials offered in a BICSI-conducted class. The Authorized Training Facility's individual trainers must also be certified by BICSI.

This replication of a BICSI classroom environment ensures the same quality training you would expect at a course taught by BICSI, while extending access to a variety of convenient locations, and in many instances, saving the student costly travel fees and time away from the job site.

The purpose of the BICSI Authorized Training Facility Program is to provide installers with increased access to training in the proper methods of installing data, voice and video cabling within the confines of a commercial building structure. This knowledge is communicated through BICSI's multi-level Cabling Installation Program, which includes a combination of classroom lectures and hands-on learning labs.

Becoming an Authorized Training Facility (ATF) is your opportunity to offer BICSI's Cabling Installation Program to your staff and/or the public, worldwide. Any organization is invited to apply, and will be required to demonstrate that they have met all classroom/lab specifications.

WHAT CLASSES CAN AN ATF OFFER?

An ATF can be authorized to facilitate all four levels of BICSI’s globally recognized programs shown below in Table 1.

Table 1

Course	Description
IN101: BICSI Installer 1 Training	This course is designed to provide entry-level installers with the background, knowledge and basic skills needed to function safely and effectively as part of a cabling installation team. The BICSI Installer 1 Training course is the introductory course of the Installation Program series.
IN225: BICSI Installer 2, Copper Training	This course sets the foundation of a copper-based structured cabling system installation. The course begins with an overview of professionalism, copper transmission principles and general safety practices associated with working with copper cabling. A significant amount of course time will then be spent on BICSI best practices for the installation, termination and testing of copper cable.
IN250: BICSI Installer 2, Optical Fiber Training	This course sets the groundwork for optical fiber-based structured cabling system installation. The course will open with an overview of professionalism, fiber transmission principles and the general safety practices related to optical fiber cabling. A significant amount of course time will then be spent on installation, splicing, termination and testing of optical fiber cable.
TE350: BICSI Technician Training	This course provides the necessary skillset of a structured cabling systems technician. A significant amount of course time will be spent on troubleshooting copper and optical fiber cable installations. In addition, this course will cover project planning and implementation at the technician level. Additional topics will include site safety, site surveys, blueprint reading, bonding and grounding (earthing) and firestopping practices.

License Agreement Requirements

The following requirements are applicable for BICSI ATF Agreements.

- Training facilities must meet and maintain BICSI guidelines and be approved, in advance, by BICSI. Only trainers who are certified by BICSI and who are employees of the organization holding a valid BICSI License Agreement may conduct training.
- Training must follow the BICSI curriculum and use only original, copyrighted BICSI training workbooks and manuals. All training participants must be provided with their own BICSI Information Technology Systems Installation Methods Manual (ITSIMM) and participant workbook.
- Training labs must be equipped with an approved list of products representative of a variety of manufacturers, rather than single brand-specific products.
- BICSI Certified Trainers must always adhere to BICSI training and exam proctoring guidelines.
- ATFs must cooperate with BICSI in conducting quality assurance inspections of training.

CLASSROOM AND LAB SPACE REQUIREMENTS

BICSI requires a minimum training room area for organizations wishing to facilitate the BICSI Installation Program. The Classroom and Lab can be collocated in one room, or as an option, a site may conduct lecture training in a classroom and hands-on (lab) training in a separate room.

The minimum sizes are based on the number of students and the location of the facility as shown in Table 2.

Complete classroom build documentation is available by contacting providerservices@bicsi.org.

Table 2

Students	Location	One Room (m ² /ft ²)	Split (m ² /ft ²) Classroom	Split (m ² /ft ²) Lab
1 to 8	US/Canada	93/1000	37/400	56/600
9 to 16	US/Canada	139/1500	65/700	74/800
1 to 8	Global	74/800	28/300	46/500
9 to 16	Global	111/1200	46/500	65/700



BICSI Certified Trainer

All Authorized Training Facilities must employ their own BICSI Certified Trainer(s). Each trainer must have successfully completed BICSI's Train-the-Trainer (T3) course, which includes demonstrating competence in class content through completion of stand-up presentation skills.

Candidates must apply to take part in BICSI's T3 Course. Acceptance is competitive, as T3 class size is limited and the course is held twice yearly. To be eligible to apply, individuals must:

- Hold a current BICSI Technician designation.
- Have attended and successfully completed the current version of BICSI's Technician Training Course (TE350).
- Have at least five years of current and verifiable cabling experience with a minimum of two years experience in optical fiber systems.
- Have at least one-year prior training experience.
- ATF must have an application on file.
- ATF's lab buildout must be completed to 75% or greater.

Note: Acceptance in the T3 class does not guarantee that T3 candidates will be granted the Certified Trainer designation.

Successful candidates that graduate the T3 class will gain the BICSI Certified Trainer designation.



HOW DO I GET STARTED?

1. Contact providerservices@bicsi.org to discuss your facilities needs
2. Complete and return the Authorized Training Facility Site License Application
3. Pay the \$250 Application Fee
4. Build lab and classroom
5. Certified your trainer(s)
6. Complete the ATF Agreement
7. Start Training!

If you have any questions or wish to consult about specific details for the lab, classrooms

