Outside Plant
Bicsi
CERTIFIED
OSP™
Designer

OSP™ Certification Handbook

Congratulations, you are on your way to earning a world-class information and communications technology (ICT) industry certification.

Dedicated ICT professionals such as yourself recognize and understand that holding a BICSI credential makes a difference in your career and the ICT industry. After earning the Outside Plant (OSP™) credential, you will be recognized as a uniquely qualified individual who knows the correct methods and approach to plan, develop, manage and supervise OSP projects safely and effectively. We appreciate your professional commitment in demonstrating the highest global standard with an OSP credential.

We develop and deliver the highest-quality credentialing programs that validate mastery in the field of ICT and contribute to the continued improvement of individual and organizational performance. We work closely with ICT professionals from around the world to ensure that our programs are up to date and relevant for today's competitive business environments.

This handbook provides an overview of the OSP credential, including eligibility and recertification requirements, and provides detailed information to help guide you through the entire certification process.

We wish you much success,

David M. Richards, RCDD, NTS, OSP, TECH, CT
BICSI Board President

John H. Daniels, CNM, FACHE, FHIMSS, CPHIMS
BICSI Chief Executive Officer

For more information:
bicsi.org/credentialing

Questions:
Phone: +1 813.979.1991 or 800.242.7405
(USA & Canada toll-free)
Email: **credentialing@bicsi.org**

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BICSI CORE VALUES

BICSI is a professional association supporting the advancement of the ICT community and currently serves more than 26,000 memberships and credentials. BICSI is the preeminent global resource for ICT credentials, standards, knowledge transfer, and career development. Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.

Integrity ▪ Service ▪ Excellence

Integrity is defined as the quality of being honest and having strong moral principles and moral uprightness. Integrity defines who we are as a professional association. Some of the moral principles include traits such as courage, honesty, responsibility, accountability, openness, self-respect, and humility. Integrity is also defined as the state of being whole and undivided. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders must strive to do the right thing for the organization, even when no one is looking. Integrity is first because it is critical to BICSI's success, "… just as strong beams are critical to a house. If the beams are not whole, sound, or complete, if rotten is mixed with good, if termites have eaten the insides, then individual beams will break under stress; beams will fail in their relationship to other beams; nails will pull out and the house will fall."[1]

Service to the profession is important. However, BICSI takes it one step further by encouraging service before or above self because it reminds us that we are all part of something bigger than ourselves, and that is the BICSI mission. It defines what we do as a professional association. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders demonstrate the following attributes, among others:

- Stewardship: We plan and manage the resources entrusted to us with great care and responsibility.
- Self-discipline: We adhere to policies and procedures such as the BICSI Code of Ethics/ Professional Obligations.
- Self-control: We do not behave in a way that would discredit ourselves, our association, or the ICT profession.
- Loyalty: We are faithful to our BICSI commitments and voluntary obligations.
- Inclusion: We all help create an environment free of fear, discrimination, harassment, intimidation, or unfair treatment.

Excellence defines how BICSI strives to do everything it does, from beginning to end and everywhere in between. BICSI staff, volunteers, members, credential holders, affiliates, and all other stakeholders all have a role in ensuring BICSI provides the highest quality training and education, maintains highly credible credentialing programs, provides highly valued membership programs that meet member needs, and provides responsive customer care that exceeds service expectations. No matter what role we have, we are all responsible for doing our personal best and providing a good example to others.

BICSI will make integrity a daily practice through service above self, underpinned by excellence in everything we do to advance the ICT profession.

[1] Vriesenga, M. P., Maj. (n.d.). Thinking about Core Values [Scholarly project]. Retrieved November 13, 2020, from https://www.airuniversity.af.edu/Portals/10/ASPJ/journals/Chronicles/michaelv.pdf

ABOUT THE OSP CREDENTIAL

BICSI is a professional association supporting the advancement of the ICT community and currently serves more than 26,000 memberships and credentials. BICSI is the preeminent global resource for ICT credentials, standards, knowledge transfer, and career development. Headquartered in Tampa, Florida, USA, BICSI membership spans nearly 100 countries.

ICT encompasses the design, management, integration and installation of pathways, spaces, optical fiber- and copper-based distribution systems, wireless-based systems, and infrastructure that supports the transportation of information and associated signaling between and among communications and information gathering devices.

Through courses, conferences, publications, and professional credentialing programs, BICSI staff and volunteers assist ICT professionals in delivering critical products and services and offer opportunities for continual improvement and enhanced professional stature.

BICSI established its credential programs to provide a level of assurance to the industry and to consumers that an individual has knowledge in a designated area of ICT design or installation. Our professional designations are valued globally and are recognized throughout the ICT industry.

BICSI began work on the OSP Program in the mid-'90s in response to confusion over how to properly design OSP, and the increased need for uniformity as well as consistency of design throughout the industry.
Training had previously been left to the manufacturers of specific products with little consideration for complete infrastructure and "system" design. This often resulted in poor performance, reduced throughput, component failure of installed systems and many safety violations—some even resulting in death and damage or destruction of property. Customers needed the assurance that their projects were designed by someone qualified to do so.

In 1999, BICSI released the first edition *Customer-Owned Outside Plant (CO-OSP) Design Reference Manual*. The OSP Specialty Program followed in 2001, recognizing individuals with extensive knowledge and experience in designing new and integrating existing OSP systems to meet codes, standards, and performance requirements. Today, many organizations require the BICSI OSP credential on outside plant projects for designers, and on larger projects for project managers and quality inspectors.

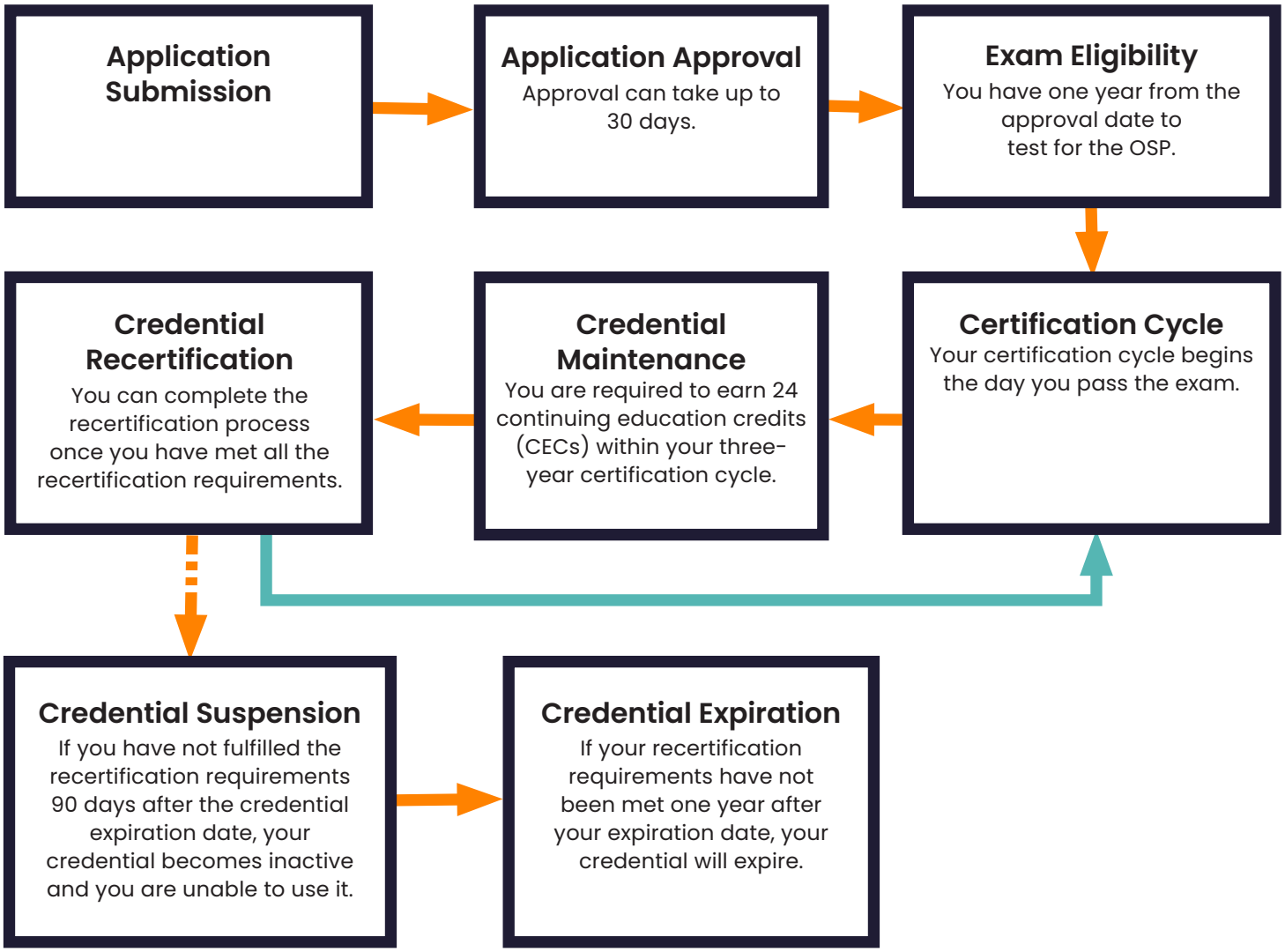
OSP Definition

An OSP Designer is responsible for many factors involved with ICT projects including the design, supervision of the design, and inspection of the interbuilding cabling and infrastructure. The OSP Designer plans pathways and spaces, entrance facilities, terminations, testing; determines media type; creates bonding and grounding design plans; investigates, coordinates, and determines rights of way; develops system documentation requirements; applies applicable codes and standards within the design; and verifies the implementation and/or the installation of the design plan.

What You Need to Know About the OSP Credential

- Recognized by the ICT Community and Employers
- Provides a Unique Skill Set to an ICT Designer
- Uses the Latest Technologies, Methods, and Best Practices
- Critical in Modern High Bandwidth Applications
- Engineered by OSP Experts
- Recognized Globally
- Built with Your Career in Mind
- Meets the Highest Standards

OSP CREDENTIALING PROCESS OVERVIEW



ABOUT BICSI AND THE OSP CREDENTIAL

Exam Delivery Statement

Pearson VUE is the exam delivery provider of BICSI exams. Pearson VUE is the world's largest learning company with more than 35,000 employees working across the globe. They are the leader in computer-based testing, with testing centers located globally.

Non-Discrimination Policy

It is the policy of BICSI and Pearson VUE that no individual shall be excluded from the opportunity to participate in the BICSI OSP Credentialing Program on the basis of gender, ethnic origin, national origin, religion, age, or disability.

Sanctioned Countries

BICSI is committed to conducting business in compliance with the U.S. State Department of Foreign Assets Control (OFAC) Sanctions Programs and Country Information and the Specially Designated Nationals (SDNs) and Blocked Persons List. This includes any individual with a residence or a nationality of Iran, Syria, Crimea, Cuba, or North Korea.

Individuals who present approved candidate identification during the admissions process showing a non-sanctioned country permanent residence may test and receive certifications. For more information, **click here.**

Contact Information

All questions and requests for information about the BICSI OSP Credentialing Program should be directed to:

BICSI, 8610 Hidden River Pkwy., Tampa, Florida 33637
Phone: +1 813.979.1991 or 800.242.7405 (USA & Canada toll-free)
Email: **credentialing@bicsi.org**

All questions and requests for information about exam scheduling should be directed to:

Pearson VUE, 5601 Green Valley Dr., Bloomington, Minnesota 55437
Phone: 866.904.4432 (USA & Canada toll-free)
Web: **pearsonvue.com/bicsi**

Name, Address, and Email Information

BICSI will send you important information through email and text. It is **your** responsibility to keep the contact information on your online BICSI Profile at **bicsi.org** current. Please log onto your BICSI profile and make sure your home address and cell phone numbers are up to date so you do not miss any important notifications.

OSP CREDENTIALING PROCESS

THE FIVE PHASES

PHASE 1: DECIDE

Option #1

Hold a current RCDD® credential.

Option #2

Two years of verifiable full-time equivalent field experience in OSP design and/or installation **AND** a minimum of 32 hours of documented continuing education in OSP design and/or installation, which may include training provided by BICSI, manufacturer training, college courses, industry training, and/or vendor training.

Option #3

Applicants must have two years of verifiable full-time equivalent field experience in OSP design and/or installation **AND** hold a current BICSI Technician® certification, DCDC®, or RTPM®.

GI Bill Information

The BICSI OSP exam may be eligible for GI Bill reimbursement for those who qualify. The VA pays only the exam costs, or up to $2,000 for each exam. Payment is issued after you submit proof of payment to the VA. The VA will pay for exams, even if you are unsuccessful in your attempt to earn a certification. For more information, including an application for reimbursement of exam fees, please visit the "Get paid back for test fees" webpage by clicking here**.** Please note that BICSI exam requirements and retest policies still apply.

U.S. Military Financial Assistance Program

Through the Credentialing Opportunities On-Line Program, qualifying U.S. military members can use their ICT-related installation, design, and project management experience toward earning a BICSI credential. Recognized worldwide, our certification programs help you position yourself as an expert in the ICT industry and prepare you for a life-long career in an in-demand industry.

More information on the five available assistance programs can be found online at **bicsi.org/COOL.**

Reasons to Become an OSP

- Positive Impact on Professional Image
- Recognized by the ICT Community
- New Job and Promotion Opportunities
- Higher Salary Potential
- Expands ICT Career Field

Scope of an Outside Plant Designer and/or Installer

OSP experience in design and/or installation is hands-on experience or the direct management and/or supervision of the personnel involved in OSP design and/or installation, which includes the creation, planning, integration, execution, and/or detail-oriented project management of OSP.

OSP Design includes planning, development, and documentation of workable and/or buildable OSP cabling systems.

OSP Installation includes procurement, deployment, and verification of an OSP design.

Experience in OSP design and/or installation must be performed in the following areas:

1. Pre-Design Preparation
2. Perform Site Survey
3. Select Media, Platform, and Cables
4. Design Underground Platform and Spaces
5. Design Buried Platform and Spaces
6. Design Aerial Platform and Spaces
7. Prepare Design
8. Quality Control Process
9. Professional Responsibilities

PHASE 2: PREPARE

Exam Blueprint

BICSI's credentialing programs are a gold standard in the ICT industry. The OSP credential validates that the credential holder has mastery of knowledge and skills to perform outside plant design according to accepted best practices in the ICT industry. Every three to five years the Registrations and Credentials Supervision Committee (RCSC) oversees a Job Task Analysis (JTA) of this credentialing program to ensure the program is current, relevant, and held to the highest standard. Based on this analysis, nine core competencies were identified as essential to an Outside Plant Designer; these core competencies are outlined below:

OSP EXAM CONTENT OUTLINE

AREA OF EXPERTISE	% OF EXAM
Pre-design Preparation	**11-12%**

- Research types and capabilities of existing technology
- Research existing infrastructure/information-gathering
- Research geography
- Determine financial parameters
- Comply with local, state, and national regulations
- Assess program/client requirements and forecast for the future
- Interpret customer's IT and facility master plan

Perform Site Survey	**9-10%**

- Perform pre-job assessment for new and existing construction
- Perform additional pre-job assessment for existing construction
- Determine easements and requirements for right of way
- Determine proposed routing
- Verify network topology

Select Media, Platform, and Cables	**13-14%**

- Select appropriate media
- Select copper AWG and sizing
- Select fiber mode and type
- Select coaxial
- Select splicing hardware
- Select termination hardware
- Select splitters
- Select alternative media

AREA OF EXPERTISE	% OF EXAM
Design Underground Platform and Spaces	**14-15%**

- Design underground support structure—conduit
- Design underground support structure—maintenance hole
- Design underground support structure—hand hole/pull box
- Design underground support structure—contained environmental vault
- Design underground grounding systems
- Design utility tunnel pathways
- Design transition structures

Design Buried Platform and Spaces	**14-15%**

- Design buried application—trench
- Design buried application—plowed
- Design buried application—bore
- Design buried grounding systems

Design Aerial Platform and Spaces	**14-15%**

- Design aerial support structure—existing
- Design aerial support structure—new construction
- Design aerial support structure—messenger
- Design aerial support structure—anchors and guys
- Design aerial structure grounding—multiground neutral distribution system
- Design aerial structure grounding based on delta systems
- Design aerial structure grounding based on wye systems
- Design aerial structure grounding—special situations
- Determine space allocation on pole
- Select cable attachment method and associated hardware
- Design aerial-to-underground transition structures
- Design optical ground wire structures
- Design all dielectric self-supporting (ADSS) support structures

(Continued on next page)

AREA OF EXPERTISE	% OF EXAM
Prepare Design	**8-9%**

- Prepare preliminary design
- Prepare critical design review scope/design development
- Prepare final design (construction) package
- Prepare rough order magnitude (ROM)

Quality Control Process	**7-8%**

- Develop quality control process
- Implement design change process
- Identify common mistakes
- Design betterments/optimization

Professional Responsibilities	**1-2%**

- Perform pre-award responsibilities
- Perform post-award responsibilities

Exam Copyright

All exam questions are the copyrighted property of BICSI. Any attempt to reproduce all or part of an exam is strictly prohibited by law. Such attempts include, but are not limited to, removing materials from the exam room, aiding others in reconstructing any portion of an exam by any means, or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that exam scores might be invalidated in the event of this type of suspected breach.

Suggested Study

No two candidates come to the exam with the same knowledge base, as ICT experience and educational backgrounds vary; therefore, it is not possible to train for or teach to the exam in its entirety. The best way to prepare is to review and study each functional area of the exam content outline for the OSP Exam, as well as the suggested materials below:

Suggested Study:

- *Outside Plant Design Reference Manual* (OSPDRM) 6th Edition
- OSP101: Introduction to Outside Plant Design
- OSP102: Applied Outside Plant Design
- 100 hours of independent study

Exam Specifics

Number of Questions 100
Allotted Examination Time..... Two Hours

The exam consists of multiple-choice questions with one correct answer and multi-selection multiple-choice questions with two correct answers.

HOW EXAMS ARE DEVELOPED

BICSI follows credentialing best practices to create and update the exams offered. Practicing ICT professionals are involved in every step of the exam development process, facilitated by expert testing organizations. The following are the steps taken in developing the OSP exam:

1. BICSI conducts a Job Task Analysis (JTA) every three to five years of the outside plant profession and makes modifications and upgrades as part of the best practices for the program. The exam is developed from the Exam Content Outline created from the JTA and then validated by a large group of ICT OSP subject matter experts (SMEs).
2. A team of OSP professionals who currently hold the OSP credential write the exam questions, based on the Exam Content Outline.
3. The questions are reviewed via a three-step quality control process.
4. Multiple exam forms are created and validated by a team of ICT professionals who hold the OSP credential. The SMEs participate in a standard-setting study led by expert test development professionals.
5. BICSI conducts a scheme alignment study facilitated by expert test development professionals to determine exam qualifications and prerequisites, and recertification requirements. A select group of SMEs who hold the OSP credential participate in this study.

PHASE 3: APPLY

Application Process

The following items must be completed and submitted to BICSI on your BICSI online profile:

- A fully completed online OSP Exam Application
- Proof of continuing education documentation

OSP design experience will be verified. Based on the verification process of your OSP design experience, BICSI reserves the right to require additional submittal as proof of experience. Failure to provide these additional requirements will result in rejection of the application.

Application Processing

BICSI processes applications in the order they are received. A nonrefundable exam application fee must be paid prior to submitting your application.

Please allow 30 days for approval.

"(The OSP) is the perfect companion to the ISP-heavy RCDD certification, and my position at the time required both inside plant and outside plant design. It has helped me obtain two OSP positions since I obtained the OSP certification."
– Marty Emrick, RCDD, OSP, OSP Engineer, Black & Veatch, Tampa, Florida

"I knew I wanted further qualifications after gaining the RCDD designation. Achieving the OSP credential has been valuable in many aspects of my career. I'm now recognized as a confident and credible authority in OSP. I've enhanced my skill set. And I am continuously developing my professional status in the ICT industry."
– Lindon Haigh, RCDD, OSP, Senior ICT Manager, Russell-Smith, Hobart, Australia

"Holding the OSP has allowed me to take part in the project management of outside plant construction and optical fiber networks of great importance."
– Eduardo Belleza Zamora, RCDD, OSP, RTPM, Project Manager, B&Z Telecom, Lima, Peru

Fees

PRICES*	DETAILS
Exam Application Fee (Paid to BICSI) $510 - BICSI Member $725 - Nonmember	**Fees include:** Processing of exam application, first attempt exam fee, registration and testing at any Pearson VUE location, exam score report for unsuccessful attempts, and OSP electronic certificate once certification is achieved. **Fees do not include:** Study materials, preparatory classes, study support fees, traveling expenses to and from testing center, or retest fees.
Exam Retest Fee (Paid to Pearson VUE) $230 - BICSI Member $355 - Nonmember	Fee applies to retest at a Pearson VUE location after an unsuccessful attempt.

*Pricing is listed in U.S. dollars and subject to change without notice.

Payment Methods

PAYMENT TYPE	METHOD FOR SENDING PAYMENT
Credit card	On your BICSI profile, online or over the phone.
Check or money order	Postal mail to BICSI.
Wire transfer	Email **credentialing@bicsi.org** for wire transfer details.

OSP CREDENTIALING PROCESS

Incomplete Applications

Exam candidates whose application is submitted without all the requirements will receive an email outlining what information is missing and when it is due. The missing information must be submitted by the due date or the application will be considered incomplete and will not be accepted. The exam application fee will be forfeited.

Application Denials

An application will not be approved, and/or the candidate's authorization to test may be revoked, for any of the following reasons:

- Failure to meet the minimum eligibility requirements
- Application is incomplete
- Falsification of information on the application
- Misrepresentation of work experience or other information on the application
- Violation of testing policies and procedures

Refund Policy

Application fees are not refundable or transferable for applications, including those found to be ineligible.

Legal Name

When submitting your application, **use your full legal name as it appears on your unexpired, valid, government-issued official identification documentation.** This is the name that the testing administration site will use to verify your exam on your exam day. This is also the name that will appear on your official certificate once you successfully pass the exam.

Eligibility Dates

Your application is valid for one year from the date it is approved. This is referred to as your eligibility dates in your Exam Authorization Letter.

Waiting Period

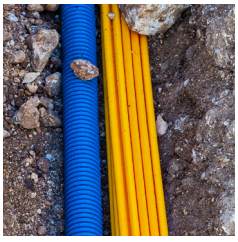
During any exam eligibility period (one year from the date of application approval), there is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

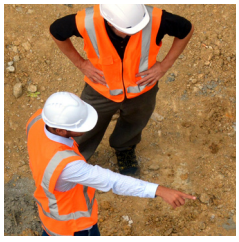
Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

Terms and Conditions

You must agree to the following statements:

- I agree to inform BICSI, without delay, of matters that can affect my capability to continue to fulfill the certification requirements.
- In the event of a credential suspension, I will refrain from any use and/or further promotion of the certification while it is suspended.
- In the event of withdrawal or revocation of the credential, I will refrain from use of all references to a certified status.
- I will make claims regarding certification only with respect to the scope for which certification has been granted.
- I will not use the certification in such a manner as to bring BICSI into disrepute, and not make any statement regarding the credential which BICSI considers misleading or unauthorized.
- I will not use certification status or the credential in a misleading manner.
- I certify that I will not provide, receive, or release any confidential exam information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing, or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices.





PHASE 4: TEST

Request for Special Accommodations

BICSI complies with the Americans with Disabilities Act (ADA) and shall ensure no individual is deprived of the opportunity to take a BICSI certification examination solely by reason of a disability as defined under the ADA. Candidates must submit a written request and recent (within the last three years) supporting documentation related to disability needs. The request and supporting documentation must be received at least 30 calendar days prior to the examination. Requests for special testing accommodations require documentation of a formally diagnosed and qualified disability by a qualified professional who has provided evaluation or treatment for the candidate.

Appeal of Denial of Request for Special Accommodations

Candidates who are denied their request for Special Accommodations may file an appeal. See BICSI Credential's Appeal Process, page 25.

How to Schedule

BICSI partners with Pearson VUE to deliver the OSP exam in a computer-based testing format. Pearson VUE will notify you of any changes to test site availability due to bad weather, technical issues, or other unscheduled events.

Once your application is approved, you will receive a BICSI Exam Authorization Letter by email confirming your approval. The authorization letter includes your candidate ID, first attempt exam fee voucher, as well as scheduling information.

We encourage you to schedule your exam appointment date as soon as you are approved. Scheduling early increases the chance you will receive your preferred testing date, time, and location.

When scheduling an appointment, have the following information available:

- Your name exactly as it appears on your valid, unexpired government-issued ID
- Your candidate ID number
- The name of your exam sponsor (BICSI)
- The exam for which you are approved (OSP-002)
- Your preferred appointment date, time, and location
- First attempt exam fee voucher

To schedule online, visit **pearsonvue.com/bicsi** and click on "create an account" or "sign in," if you already have a Pearson VUE account. You can also schedule on the phone. To do so, call 888.602.6941. International phone numbers may vary. Please refer to the Pearson VUE website for alternate numbers, if needed.

OSP CREDENTIALING PROCESS

Rescheduling or Cancellation Policy

You must contact Pearson VUE at least one business day prior to your scheduled appointment if you would like to reschedule or cancel your testing appointment. Rescheduling or canceling less than one full business day prior to your appointment may result in forfeiting your exam fee.

Exam Fee

Your first attempt exam fee is included in your application fee and is paid directly to BICSI. The first attempt exam fee includes registration and testing at any Pearson VUE location, and an exam score report for unsuccessful attempts. In the event you are unsuccessful, exam retest fees apply and are paid directly to Pearson VUE.

Exam Identification and Conduct Requirements

The OSP credentialing exam is administered in highly secure testing environments. All exam candidates will be required to provide proof of identity with an unexpired original government-issued photo ID with signature, such as a driver license, a passport, or military ID. The name and photo on the primary or secondary ID must exactly match the name on the candidates Exam Authorization Letter.

You will be required to provide a secondary ID. The following are acceptable forms of secondary identification:

- Valid employer identification card
- Valid credit card with signature
- Valid bank card with photo

Examples of Acceptable Names on Required ID

NAME ON APPLICATION	NAME ON ID	ADMITTED TO TEST
Mohammed Saeed	Saeed Mohammed	Yes
Christine Reynolds	Christine White	No
William Rice	Bill Rice	Yes
T.J. Coleman	Thomas J Coleman	Yes
Tanya L. Sullivan	Tanya Lee Sullivan	Yes

Trained Pearson VUE proctors will supervise the exam. Irregularities observed or suspected by the proctors, or identified by subsequent statistical analysis of your answers on the exam, may result in your removal from participation in the exam or invalidation of your score. Irregularities include, but are not limited to, creating a disturbance, giving or receiving unauthorized information or aid to or from other examinees, or attempting to remove materials from the testing room. BICSI reserves the right to investigate each incident of misconduct or irregularity.

Candidates must be able to use a computer and mouse.

Candidates are not allowed to bring any items into the testing room (phones, watches, hats, etc.). All necessary items will be available during the exam, including calculators and a whiteboard as scratch paper.

There are no scheduled breaks during the exam. If a break is needed, the break will count toward the two hours you have to complete the exam.

Confidentiality

All exam questions are the copyrighted property of BICSI. It is forbidden under federal copyright law to copy, reproduce, record, distribute, display, or share these examination questions by any means, in whole or in part.

New credential holders will be listed, by name only, in BICSI publications. Please contact us immediately if you wish to be excluded. Exam (pass/fail) results are confidential and will not be disclosed to anyone without candidate consent, unless directed by valid and lawful subpoena or court order.

When you submit your OSP exam application, you agree to abide by the BICSI Terms and Conditions (found on page 15 of this handbook). Among other things, the Terms and Conditions address post-examination questions and discussions. It states: ***"... I certify that I will not provide, receive, or release any confidential examination information and/or materials (including, but not limited to: recording, copying, disclosing, sharing, publishing, or otherwise transmitting exam information by any means and for any purpose) or participate in fraudulent test-taking practices."***

Any such discussion would be a potential violation of the BICSI Terms and Conditions and could affect the status of your credential, up to and including revocation of your credential or permanent suspension from any BICSI credential exams.

Passing Score

The OSP exam is designed to identify candidates with proficiency in the necessary competencies and knowledge that drives success in the ICT industry. The passing score for the OSP exam is determined by sound psychometric analysis. The passing score is established through a process called standard-setting, during which a selected panel of experts from the ICT field conduct a systematic evaluation of the test content. The panel discusses the qualifications for certification and makes a judgment on the level of knowledge an individual needs to be successful on the job. Their expert judgment is translated to a specific passing score on the exam using the statistical Angoff Method, a commonly used method in the credentialing industry.

Your performance on the OSP exam will be measured against this predetermined standard. Your performance will not be measured against the performance of other individuals.

Results

After completing the examination, candidates who pass the exam will be notified of their pass status immediately through Pearson Vue. Candidates who are unsuccessful on the exam will be provided a score report. The score report is an explanation of your performance level on each of the topic areas covered on the exam. It is not an actual score. Each section has a different weighting based on the number of questions in each section. One section may have a smaller or larger number of questions than in the other sections. It is meant to provide you with the areas for which you may need some additional study.

Candidates who pass the exam will have an electronic certificate available for download within three days of passing the exam through your credential dashboard. You will also receive instructions on how to obtain your digital credential, your OSP logo and your electronic stamp.

Retest Information

During any exam eligibility period (one year from the date of application approval), there is a 30-day waiting period between each unsuccessful exam attempt. After a third unsuccessful attempt, a 90-day waiting period will begin. You may be allotted additional attempts after the 90-day waiting period if your exam eligibility period is still valid.

Each exam retest requires the appropriate exam retest fee. If you do not pass the exam within your exam eligibility period, you can reapply for the exam by submitting a new application.

Comments

If you would like to provide a comment on a specific question on the exam and have it reviewed by the RCSC, you may do so by making a comment in the exam by using the comment feature. If you answer the question incorrectly and the committee determines a re-score, changing your final score from fail to pass, BICSI's Credentialing Department will notify you by email within 30 days of your exam. The time spent on commenting on questions is allotted in the two-hour exam total time and only comments made during the exam will be reviewed.

PHASE 5: RECERTIFY

STATUS	DEFINITION
Active	The status of a current credential.
Grace Period	The period between expiration of a credential and 90 days post-expiration of that credential.
Inactive Suspended Period	The period after your grace period of 90 days through one year post-expiration of that credential.
Expired	The status of a credential greater than one year from expiration of that credential.
Reinstatement	The RCSC will review and vote on reinstatement requests for which have been provided documentation of undue hardship preventing recertification during the standard recertification and suspension period.
Re-examination	After a credential has lapsed for greater than one year from the expiration date and has not been approved for reinstatement.

OSP Credential Registration Period

Your OSP credential is valid for three complete calendar years, with an expiration date of 31 December. Your credential will be valid for the remainder of that calendar year in which you first passed the exam plus an additional three years, regardless of the month in which you passed the exam. For example, if you earned your OSP certification on 20 September 2021, your credential expiration date would be 31 December 2024.

Recertification Requirements

Recertification is an important part of any respected credentialing program and it is required to maintain a certification after passing the exam. Recertification helps to ensure the validity and credibility of the OSP credential. BICSI views learning as a life-long endeavor and places an emphasis upon continuing education as part of maintaining your OSP status.

It is the OSP credential holder's responsibility to ensure that all requirements and conditions for recertification are satisfied and submitted to BICSI prior to the credential period ending. BICSI issues recertification reminders as a courtesy, but it is the credential holder who is ultimately responsible for keeping track and documenting CECs and any other requirements of the recertification process.

Within each three-year designation period, beginning when the exam is passed, all OSPs must obtain a minimum of 24 approved CECs to recertify. If you do not recertify by your designation period end date, you may no longer use your OSP credential or represent yourself as certified.

OSP CREDENTIALING PROCESS

Recertification Fees	PRICES*	DETAILS
Recertification Fee	$225 - BICSI Member $385 - Nonmember	Fee applies to participate in the recertification process. A completed recertification application must be submitted online, along with payment.
Recertification Late Fee	$175	Fee applies to recertifications completed six months to one year past the credential expiration date.
Reinstatement Fee	$300	Fee applies to credential reinstatement.

*Pricing is listed in U.S. dollars and subject to change without notice.

RECERTIFICATION AUDIT

BICSI has implemented a Recertification Audit Policy. Your CEC submissions are subject to random audit no later than 30 days after you recertify your credential.

ALL CREDENTIAL HOLDERS ARE SUBJECT TO AN AUDIT.

As a credentialing body, BICSI requires certification maintenance to protect the quality and integrity of the certification programs. Knowledge and skills required for competent occupational and professional performance change over time. This maintenance process encourages credential holders to remain current in their field; it increases confidence among the public, employers, and other stakeholders.

BICSI's RCSC requires those holding a BICSI credential to participate in certification maintenance by adhering to the recertification requirements for the credential and to adhere to the **CEC Program at bicsi.org/cec** in order to retain their certification.

As a BICSI credential holder, you have consented to the policies, processes, and procedures of BICSI's credentialing program, which includes the Continuing Education Credit Program and adherence to the terms of the audit process. This means that all CEC documentation has been reviewed by you and that you are acting in accordance to these policies and procedures.

The recertification audit serves as a method to ensure that credential holders are meeting the minimum standards to maintain the knowledge and skills needed to remain current in the field of ICT in cable infrastructure and design.

Please continue to submit CECs and supporting documentation as you earn them to easily keep up with the audit process. Please maintain copies of your records for six months after recertifying your credential in case you are randomly selected for an audit.

AFTER BECOMING AN OSP DESIGNER

Use of the Designation

Professionals who have met the certification standards defined by BICSI and who maintain their credential through the recertification process are authorized to use the OSP designation.

Adding your OSP credential to your professional profile will draw special attention to your achievement, and to the time and discipline involved in pursuing and attaining your goal. You may include your credential on business cards, in résumés, on your personal webpages, in bylines for articles or blog posts, and in email signatures.

OSP Stamp

We encourage you to use your OSP stamp whenever appropriate. You may view the full "How to Use your Stamp/Logo" **here**. You are eligible to receive a complimentary digital OSP stamp by emailing your request to **credentialing@bicsi.org**. You are also able to purchase a self-inking stamp through RS Rubber Stamps & Engraving*. The order form to complete is located on your credential dashboard on your BICSI Profile.

*A copy of your credentialing certificate must be included as proof of credential to process your order.

Credential Verification

The names of current credential holders are not considered confidential and may be published by BICSI. Published information may include name, city, state, country, credential held, and certification status. The names of all professionals holding the OSP credential will be automatically listed in BICSI's online Verify/Search a Credential Holder Directory, searchable by first name, last name, city, state, and country. The directory facilitates verification of one's certifications by employers, clients, and vendors. It can be found online at **bicsi.org/verify**.

Records Retention

BICSI retains paper documentation for two years. You must retain copies of all documentation sent to BICSI.

AFTER BECOMING AN OSP DESIGNER

Recertification Suspension Policy

A suspension period is intended to allow you the opportunity to complete your expired credentials' recertification requirements without the loss of the credential. The expired credential will instead be suspended (invalid) until all of the recertification requirements have been satisfied as defined below.

The suspension shall be provided automatically after 90 days past the expiration date.

You will receive a written notice of expiration and placement into the suspension period; sent to your address on file. The suspension shall expire one year from the certification's original expiration date.

The suspension period **will not** alter the recertification period dates or change the certification's original expiration date. BICSI's website will indicate the credential holder's suspended certification during any suspended period. If proof of the suspension period is required by someone other than the credential holder (i.e., client or employer), you may log into your BICSI profile for status of your certification.

To view the Suspension Policy, in its entirety, as well as the conditions of suspension, please visit the BICSI Credentialing webpage at **bicsi.org/recertify**.

Reinstatement Policy for Lapsed Credential Holders

Reinstatement of a lapsed credential is allowed under certain circumstances. Eligibility is available to any credential holder who has lapsed recertification for no more than two terms past the credential's original expiration date and the procedures to reacquire your credential are as follows:

Option 1

- Retest.

Option 2

- Provide documentation for the continued work of an OSP performed over the lapsed period.
  - List any ICT training attended during the lapsed period.
- Attend and complete the OSP102 class.
- Pay reinstatement fee.

Reinstatements: The credential will remain in expired status until the completion of the requirements outlined in this policy. The lapsed credential amnesty reinstatement opportunity is available to a lapsed credential holder one time only. Any future lapsed periods will require a retest to earn certification.

General Policies and Procedures

Code of Ethics and Professional Obligations

BICSI has established the Ethics Committee, the Code of Ethics, and a list of Professional Obligations to reinforce the Code. The Code of Ethics is as follows: **It is important that the BICSI members and credential holders exhibit the highest principles of ethical and professional behavior in the provision of their products and services associated with the information and communications technology (ICT) industry and in their professional interactions associated with BICSI or BICSI events.**

The below listed **Professional Obligations** serve as guidelines to assist members and credential holders to understand the meaning of the Code of Ethics. Adhering to these Professional Obligations will enhance public confidence in the integrity and service of BICSI members and credential holders.

Adherence to the **12 Professional Obligations** is mandatory.

As a BICSI member and/or BICSI credential holder, I have an ethical and professional obligation to the association, the ICT industry and its consumers. I therefore pledge to:

1. Maintain a high standard of professional conduct.
2. Protect and enhance the reputation of the BICSI organization, the credentialing program, and any credential held, through my actions.
3. Not misrepresent my BICSI credential(s) nor willingly allow others to represent or use my credential(s).
4. Adhere to all relevant codes, laws, ICT industry standards, and BICSI methodologies.
5. Serve all members of the public honestly impartially, providing no substandard service, based on age, race, national origin, color, gender, sexual orientation, disability, or religious belief.
6. Refrain from knowingly misrepresenting or misstating my or any other individual's qualifications, abilities, or accomplishments.
7. Respect a client's decision in the selection of competitive services and continue to offer and provide that client with quality services, when requested.
8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of my profession or position in accordance with all applicable laws and/or agreements.
9. Be accurate and truthful in my dealings with clients and not misrepresent the quality, quantity, cost, availability, or ability of the services I provide.
10. Be accurate, honest, and truthful in the presentation of all educational material or in the preparation of material orders and product availability.
11. Provide unbiased, accurate, and objective assessments for all safety and operational deficiencies that may be discovered during the performance of my services.
12. Refrain from using false and misleading statements or malicious actions that might injure another person's reputation or bring harm to their person or property.

General Policies and Procedures

BICSI Credential's Appeal Process

An appeal should be sent to BICSI's Liaison emailed to **credentialing@bicsi.org** Attn: RCSC Staff Liaison, within 14 calendar days from the date on the denial notification.

When a notification of intent to appeal has been received by the Staff Liaison, the RCSC Appeals Panel will be notified of the intent to appeal. The Staff Liaison will prepare a package of the related data and supporting documents and send to the Appeals Panel, within seven calendar days.

This Appeals Panel shall reach a decision no later than 30 calendar days from the original receipt of the appeal. During the review of an appeal, should a member of the panel have a conflict of interest, that member must recuse themself and an alternate will be assigned.

Appeals Panel

The Appeals Panel is comprised of the RCSC Chair, Vice-Chair, Secretary, and Staff Liasion (non-voting).

Acts as a primary body to review appeal issues and requests made to the RCSC and may request investigations and/or further research into an issue before making a determination. The panel shall review facts of a denied reinstatement of credential(s), denial of certification exam application, or exam challenge.

The Appeals Panel has three options:
- Uphold the original decision.
- Amend the original decision backed by further review.
- Deny the appeal.

All Appeals Panel decisions are considered one-time exceptions and **DO NOT** represent a permanent policy change unless the RCSC subsequently formally approves a permanent change.

BICSI ANTITRUST STATEMENT

BICSI believes strongly in competition. U.S. antitrust laws are the rules under which our competitive system operates. It is BICSI's policy to comply in all respects with the antitrust laws.

Association meetings or workshops by their very nature bring competitors together. Accordingly, it is necessary to avoid discussions of sensitive topics. Agreements to fix prices, allocate markets, engage in product boycotts, and to refuse to deal with third parties are automatically illegal under the antitrust laws. It does not matter what the reason for the agreement might be.

Accordingly, at any association meeting discussions of prices (including elements of prices such as allowances and credit terms), quality ratings of suppliers, and discussions that may cause a competitor to cease purchasing from a particular supplier, or selling to a particular customer, should be avoided. Also, there should be no discussion that might be interpreted as a dividing up of territories.

An antitrust violation does not require proof of a formal agreement. A discussion of a sensitive topic, such as price, followed by action by those involved or present at the discussion is enough to show a price-fixing conspiracy. As a result, those attending an association-sponsored meeting should remember the importance of avoiding not only unlawful activities, but even the appearance of unlawful activity.

BICSI OSP™

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For more information:
bicsi.org/credentialing

Questions:
Phone: +1 813.979.1991 or 800.242.7405
(USA & Canada toll-free)
Email: **credentialing@bicsi.org**