## MECH Recertification

### **INSTRUCTIONS:**

- 1. Certification holders are responsible for their own recertification.
- **2. This PDF document includes five forms.** Use one page for each 12 months of training, write each 12 month period on each form.

**Example:** Expiration date is June 15, 2018.

Training years are: July 2013 — June 2014 (Form 1)

July 2014 — June 2015 (Form 2) July 2015 — June 2016 (Form 3) July 2016 — June 2017 (Form 4) July 2017 — June 2018 (Form 5)

- Use Adobe Acrobat Reader (or similiar software) to type info and take advantage
- 4. Submit forms at least three weeks in advance of expiration date. Contact MECH if an extension is needed.

of built-in auto-fill. All fields are required. Digital signatures accepted.

5. If the first recertification submission is denied, you will be given an opportunity to resubmit. Fee is required for each submission.

### TO QUALIFY FOR RECERTIFICATION:

- 1. List only education that is acceptable for recertification, see below for details.
- 2. Provide **clear descriptions** of all training and spell out all acronyms.
- 3. Provide **content list** for webinars, seminars or conferences attended.
- 4. List only training of **50 minutes duration or more**. No training under one hour will be counted. Minimum 6 hours per year required.
- Titles that look the same in successive years will be considered duplicate or recurring training and not counted toward recertification. Provide clear descriptions to show that training was advancing and not repeating.



#### RECERTIFICATION FEE:

\$60.00 per submission (not refundable)

### MAILING ADDRESS FOR CHECK PAYEMENT:

(include forms with payment)
MECH Certification
13843 Lincoln Street
Grand Haven, MI 49417

#### **PAY VIA CREDIT CARD:**

http://mech-certification.org/recert.html

#### **EMAIL FORMS TO:**

mech@mech-certification.org

# FOR QUESTIONS OR FURTHER INFORMATION:

(616) 662 – 1315 or mech@mech-certification.org

### ACCEPTABLE FOR RECERTIFICATION:

- Training of a technical nature that upgrades the certificate holder's knowledge and skill
- Vendor-sponsored classroom or hands-on instruction
- Online training, if presented in a classroom style
- Seminars or conferences on technical topics presented by your state or regional healthcare engineering society
- Informal group or one-on-one instruction, including training you lead or present to others

### NOT ACCEPTABLE FOR RECERTIFICATION:

- Safety, work place or employee training
- Security, diversity or awareness training
- CMMS (computerized maintenance management system) training
- Seminars or conferences on safety or management topics, even if presented by a healthcare engineering society
- Training under 50 minutes duration
- Self-directed learning

#### **EXAMPLE OF ACCEPTABLE TRAINING:**

TRAINING TITLE
Trane: Air Handling
Systems, Energy & IAQ

technical topic

DESCRIPTION
Air handling system configurations and control strategies that reduce energy use, and improve IAQ.

Complete description describing content, typed (or clearly printed)

DATE
10-2-2014

10-2-2014

### **EXAMPLE OF UNACCEPTABLE TRAINING:**

TRAINING TITLE

DESCRIPTION

Hayourdown spill solf pace course

safety topic

self-directed learning

incomplete
date

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