C-F-024 Instructions

Make sure you are using the latest version of the Renewal Application.

Applications received on obsolete versions will be returned. The latest version can be downloaded at http://www.vi-institute.org/recertification.

Responsibility

It is the applicant's responsibility to read, understand, and follow all instructions for this application. It is also your responsibility to submit your application form on time to be considered for renewal by points. If you have any questions, contact the Vibration Institute at 1 (630) 654-2254 or vicertification@vi-institute.org.

Application Fees:

The application fee table shows the fees for processing each certification renewal application. This fee is due upon submission of the application. Payment can be made in our online store: https://www.vi-institute.org/shop/ and must be received to initiate the processing of your application. The fee also covers the issue of a new 5-year certificate if approved. If your application is denied, you may apply 50% of your application fee toward the cost of a certification exam if it is taken within one calendar year of the expiration of your current certification.

Category	I	II	III	IV
US Fee	$100	$150	$250	$350
International Fee (living outside the US)	$150	$200	$300	$400

Qualification: Recertification can be accomplished by points or retaking the certification examination for your certification category. To qualify for status renewal of your certification by points rather than by re-examination, you must have continued vibration-related work experience and show evidence of ongoing vibration-related professional development during the five-year certification period. Note: a limited amount of experience and professional development in companion technologies can qualify for recertification points.

Certification Expiration:

Your certification expires on the expiration date shown on your certificate. If your recertification application form is not received and approved prior to that date, you are no longer certified.

You have a 6-month grace period that extends beyond the expiration date to allow late submission of this application form but during the grace period, *you* are not certified.

If your 6-month grace period has expired, you cannot renew your certification by points. Recertifying by examination is your only option. To do so, submit a C-F-058 Application for Recertification by Examination for VI Vibration Analysts form (NOT the C-F-024 form), then pass an appropriate certification examination.

Note to former Category IV vibration analysts: if more than two years have passed since your certification expired, you must start your recertification process by taking a Category III or lower certification examination. Once you have recertified as a Category III vibration analyst, you may apply to take the Category IV certification examination.

Recertification application review requirement:

Your recertification application must be complete and legible to be considered. All relevant blanks must be filled in or the application will be returned to you.

Recertification by points:

You must meet the renewal criteria as defined in this application to be recertified by points. If you do not meet the criteria, you will be required to take the corresponding certification examination to recertify at your current certification category.

Points Required for Recertification

Recertification points are earned for both work experience and professional development. The list below designates the number of total points required for renewal of certification by Category. *Note: 20 points is the maximum work experience points. The other points must come from verifiable professional development in qualifying vibration-related activities and companion technologies. Points for work and professional development in companion technologies are limited, as are points for documented self-study.*

Total Points Required for Recertification by Category

Category I	23 points
Category II	26 points
Category III	29 Points
Category IV	32 Points

Key Definitions and Limitations:

Vibration-Related – for C-F-024 purposes, the term "Vibration-Related" means work experience and professional development activities that are related to the subjects and topics contained within the Body of Knowledge of the Vibration Institute's certification scheme in accordance with ISO 18436-2:2014 and other pertinent standards. Points are awarded for vibration-related experience, training, conference attendance, presentations, published papers and other approved activities as determined by the Vibration Institute. *At least 50% of the total professional development points claimed in Sections 3A, 3B, & 3C must be vibration-related.*

Machinery Knowledge - Since machinery knowledge is included in the Body of Knowledge, formal classes and training related to machinery operation, maintenance, and repair may be considered vibration-related.

Companion Technology – Companion technologies include but may not be limited to the following:

- Thermography and infrared analysis
- Oil analysis
- Ferrography and wear particle analysis
- Ultrasonic analysis
- Shaft alignment
- Motor analysis other than vibration (e.g., motor current analysis, hi-pot testing, etc.)
- Reliability-Based or Centered Maintenance (RBM or RCM) type training
- Safety training
- Other related technologies

Companion Technology Limitation – Points awarded for professional development in companion technologies are limited to no more than 50% of the total professional development points claimed in Sections 3A, 3B, & 3C up to a maximum of 6 points over the five-year certification period. Points awarded for work experience in companion technologies (Section 2) are limited to one point per year.

Self-Study Limitation – maximum of 25% of Section 3A Documented Technical Training points may be earned by self-study.

Evidence – Evidence is documentation that clearly shows that you participated in a claimed activity. ***You MUST provide evidence of training, conference attendance, presentations, publications, etc.*** (e.g., an attendance certificate) with your renewal of certification application form. Please note that attestation by signature alone is not acceptable as proof of activities. Our ANAB accreditation to ISO/IEC 17024:2012 requires that we verify point claims with applicant evidence.

- To be valid evidence, your documentation must include the date(s) of the qualifying activity, topic, organization providing the activity, and qualifying hours or CEUs.

Acceptable documentation includes a certificate of attendance, a letter from the supplier stating your participation, a log-in sheet signed by the attendee and provider, and an agenda or program signed by the provider verifying participation.

- For presentations and papers, include proof of where it was presented or published, the date, and a way to verify that information, e.g., conference program, proceedings listing, weblink, or publication table of contents.
- If you participated in professional meetings, list each meeting separately with the required information and supply supporting evidence. *For the Vibration Institute, CMVA, or similar regular meetings, a letter from an officer of the local chapter confirming the claims is acceptable (in cases where an attendance certificate is not available).*

To speed up the review process, please spell out all names and titles. Include complete dates. Avoid using abbreviations that may be unfamiliar to the reviewer. *Example: state that you took Introduction to Machinery Vibrations from the Vibration Institute, July 25-29, 2022, NOT you took IMV from VI in 2022 or that you took Basic Vibrations*. Similarly, use the correct names of classes, organizations, conferences, papers, etc., so they can be easily verified.

- If available, provide a web address (URL) for the class, conference, etc. that is claimed. This will help the reviewer verify the point credits for the item and facilitate the processing of the application.
- Training, presentations, published papers, conferences and meetings must be from recognized industry publications and training organizations, be verifiable, and have occurred during the five-year certification period. Other formal and verifiable supervised training with a defined syllabus, training materials, and competent instructor may be considered if supplied with valid supporting documentation.
- Up to 25% of Documented Technical Training points may be earned by self-study. Self-study documentation should provide topic(s), training materials, and dates when the self-study occurred.
- Professional development points will not be accepted for work done as part of your normal job requirements. Credit for this work is part of your experience points.
- It is your responsibility to provide acceptable evidence for your claims. Any claimed professional development activity that lacks properly documented evidence will not be considered when determining recertification points. **The application reviewer will only have the evidence you provide to verify your claim.**

General Information (C-F-024 Section 1): Provide correct entries for all elements of this section to smooth the renewal process. Correct certification number, certificate name, and shipping address are especially important.

Work experience (C-F-024 Section 2): Points are earned by performing vibration-related work on an ongoing basis. The rates per year at which points are earned are shown below. The percentage of time engaged in vibration-related work is based on a standard 2,000-hour work year.

Note: *No more than 1 point per year can be claimed for work experience in companion technologies*.

- Renewal of certification by points requires that the certificant has been engaged in vibration-related work **without any significant interruption**. Significant interruption is defined in ISO 18436-1:2021 Section 3.4 as follows: "absence or change of activity which prevents the certified individual from practicing the duties corresponding to the category in the method and the sector(s) within the certified scope, for either a continuous period more than two years or two or more periods for a total time exceeding three years." The Vibration Institute requires a minimum of one (1) vibration-related work experience point per year (minimum of 200 hours of vibration-related work) for renewal by points. *If you had a year where you did not engage in at least 200 hours of vibration-related work, you do not qualify for renewal by points.*
- The maximum number of work experience points possible in any given year is 4 and the maximum for 5 years is 20. *You are personally attesting to the validity of your work experience information in Section 4. Falsifying information could result in the loss of your certification.*

Supervisor Attestation:

Your work experience claims must include an attestation by your current supervisor unless you are self-employed. Typically, your current supervisor will sign and attest to your work experience claims. If you have had multiple supervisors during the 5-year period, your current supervisor can attest to the best of their knowledge. If you are self-employed, you can either have a colleague sign the supervisor attestation or sign for yourself. An electronic signature may be used or you may have your supervisor send an email to vicertification@vi-institute.org attesting to the information. If an email is sent, it must clearly state that the attestation is for you. *Note: falsifying information could lead to the loss of your Certification.*

Professional Development (C-F-024 Section 3) – Documented technical training, meetings & conferences, presentations & publications can result in points towards renewal of certification. In general, one hour of time spent in documented professional development activities results in 0.1 renewal points.

Professional Development – Technical Training (Section 3A): attending and/or leading formal classes from recognized training organizations and otherwise verifiable supervised training can earn up to 0.1 points per hour.

- **Attending** – renewal points are awarded at the 0.1 points per hour rate for first-time participation in formal, verifiable supervised classes from recognized training organizations and other verifiable supervised training when appropriate course evidence is provided. Expected evidence may be a defined syllabus, completion certificate, weblink to course contents, etc. *See **Repeating a Class** bullet if applicable.*
- Renewal points are not awarded for working with a Certified Vibration Analyst that is providing ongoing mentoring to you since this is included in Work Experience.
- Time spent on training exams and structured reviews *that are part of a formal class* qualifies for renewal points. Time spent taking certification exams does not qualify for points, however.

- Up to 25% of points in Documented Technical Training points may be earned by self-study. Documentation such as a syllabus or topic outline, including time per topic, is required for self-study. Self-study points are awarded at a rate of 0.1 point per 2 hours of study.
- **Teaching Classes** – 0.1 points per hour are awarded for teaching formal classes for recognized training organizations. *Appropriate course evidence must be provided.*
- **Repeating a Class** - Points for attending or teaching the same class/training are only granted once per year (i.e., at least one year between occurrence starts). Points for attending or teaching the same class subsequently in the same certification period are earned at 50% of stated rates, 0.05 points per hour. *For example, you attend a 3-day, 8-hour class two times during a certification period. This results in a total of 3.6 points – 2.4 points for completing the class the first time, and 1.2 points for completing the class the second time.*
- **Correspondence Courses** - Points for successfully completing formal correspondence courses from recognized organizations may be claimed. The number of points claimed is generally equal to the number of CEUs awarded for the course.
- **CEUs** – one CEU equals 1.0 renewal point.
- **PDHs** – one PDH is treated as 0.1 renewal points.
- **Webinars as Training** – Webinars and similar interactive technical presentations where participant attendance can be verified qualify for professional development points. Evidence should include date, title, weblink, topic listing and certificate of completion, session screenshot, or other documentation showing your involvement in the event.

Professional Development – Technical Meeting & Conferences (Section 3B): Points are awarded for attending and/or leading recognized industry technical meetings and conferences. If you attend an intra- company or other non-recognized meeting or conference, you must submit an agenda of topics and presentations for the event, and indicate what you attended or participated in. For all meetings and conferences, evidence of participation must be provided for renewal points. Most meeting and conference points are earned at the typical rate of 0.1 points per hour within limits. Because there are a few differences, the rates are listed here:

- 0.1 points per hour for VI Chapter, VI Committee, VI Board/Officer, and any other verifiable Vibration Standards Committee meetings. Note: Typical VI Chapter meetings with a 1-hour presentation can receive 0.2 points since 0.1 point is allowed for networking. (Maximum 3 points/year)
- 0.1 points per hour for attendance at the following conferences: VI, CMVA, MFPT, IMech, Turbomachinery and IMAC (Maximum 6 points/year)
- 0.5 points per day for other committee & standards meetings (except vibration standard meetings as described above) and conferences (Maximum 6 points/year)

Section 3C: Professional Development – Technical Presentations & Publications - Points are earned for relevant original technical presentations at recognized conferences and for relevant original articles/papers published in recognized technical publications that are distributed or otherwise made publicly available. Relevant presentation and article/paper topics include vibration-related, machinery knowledge, and companion technologies. Presentations may be submitted once per five-year certification period if presented again at a recognized conference. Renewal points are only awarded once for publications and may not be submitted again.

Points are earned at the rate of 2.0 points per technical presentation (once per certification period) and 3.0 points per published article (once). *This means you can earn a one-time 5 points by writing a published paper that you present at a conference in the same certification period.*

Attestation - You must sign the Attestation at the end of your renewal of certification application form to be considered for re-certification. Falsifying information is a violation of the "Vibration Institute Code of Ethics" and could result in the loss of your Certification. Please review the Code of Ethics on the Vibration Institute website at: https://www.vi-institute.org/code-of-ethics/

Appeals and Complaints - Individuals denied renewal may appeal the decision. The appeal form can be obtained at https://www.vi-institute.org/complaints-and-appeals/ You may also file a complaint to the Executive Director who will forward it to the appropriate person. More information on the appeals or complaint process can be found on the website link above.

C-F-024 Renewal of Vibration Analyst Certification Application Form

Section 1: General Information: Please provide all information requested in this application. Either type the information or print legibly. If the information is not legible, the Application will be returned to you.
For "Certificate Name"***include your name exactly as you would like it to appear on your Certificate.*** If you are outside the United States, fill in the address information as is appropriate for your country. If you are not sure what your certification number is, contact the Vibration Institute prior to submitting this application.

Note: Cert is used as an abbreviation for Certification.

Legal Name:

Certificate Name:

Certificate Category: Cert #: Cert Expiration Date:

Business Name:

Business Address:

City: State/Province: Postal/Zip Code:

Busines Email Address: Business Phone

Country:

Personal Address:

City: State/Province: Postal/Zip Code:

Country of Residence: Country of Citizenship

Email Address: Personal Phone

If recertified, ship certificate to: ◯ Business address ◯ Personal address

Clarifying or other additional information can be provided here:

Section 2: Work Experience - Complete the Experience Table to show the percentage of time you worked in vibration-related, the percentage of time you worked in companion technologies, the corresponding renewal points, and your supervisor's name for each year of your certification period. *An example of how to enter the information is given in the first row of the table.*

0% = 0 points >10% = 1 point >20% = 2 points >40% = 3 points >60% = 4 points

Experience Table

Year	% Vibration - Related	% Companion Technologies	Points (max 4/yr)	Supervisor/Manager Name
Ex: 2034	*20 (450hrs, 2pts)*	*5 (100hrs, 0pts)*	*2*	*Terry Frost*
Total Experience Points				

Vibration-Related Experience ***(please check all that apply):***

- ☐ acceptance testing
- ☐ condition evaluation
- ☐ data collection
- ☐ diagnostic testing
- ☐ engineering
- ☐ program setup
- ☐ program supervision
- ☐ vibration analysis
- ☐ vibration monitoring
- ☐ other *(please specify)* _____

Give a brief description of your typical job duties:

_____

_____

_____

Supervisor Attestation: see instructions

I, _____ attest that the work experience information presented above by
Print Supervisor's Name

_____ is accurate to the best of my knowledge.
Print Applicant's Name

_____ _____
Signature of Supervisor *Date:*

☐ Check here if you are self-employed and signing for yourself.

If you type in your initials and/or name, they will be interpreted as your signed initials and signature.

Section 3: Professional Development – Technical Training, Meeting & Conference Attendance and Contributions, Presentations & Publications

Nominally, one hour of time spent in documented professional development activities results in 0.1 renewal points. See Section 3 Instructions for full details.

Section 3A: Professional Development –Technical Training

Fill in the requested information for every class claimed:
(Please list additional events on a separate piece of paper or spreadsheet.)

Class Title, Name, or Topic *Ex: Vibration Applied*

URL/Web Address (if known) *www.VibrationCo.com*

Vendor or Person Teaching *Vibration Company* Date(s) of Training *May 3-4, 2035*

Evidence Provided as *scanned certificate, filename VibrationAppliedCert.pdf*

Location of the Training *Smithville, Any state*

Duration of the Training in Hours *15* X 0.1 = *1.5* Points.

Class Title, Name, or Topic _____

URL/Web Address (if known) _____

Vendor or Person Teaching _____ Date(s) of Training _____

Evidence Provided as _____

Location of the Training _____

Duration of the Training in Hours ____ X 0.1 = _____ Points.

Class Title, Name, or Topic _____

URL/Web Address (if known) _____

Vendor or Person Teaching _____ Date(s) of Training _____

Evidence Provided as _____

Location of the Training _____

Duration of the Training in Hours ____ X 0.1 = _____ Points.

Class Title, Name, or Topic _____

URL/Web Address (if known) _____

Vendor or Person Teaching _____ Date(s) of Training _____

Evidence Provided as _____

Location of the Training _____

Duration of the Training in Hours ____ X 0.1 = _____ Points.

Section 3B: Professional Development – Technical Meeting & Conferences

Fill in the requested information for every technical meeting and conference claimed:

(please list additional events on a separate piece of paper or spreadsheet)

Title or Name of Event *Ex: Pump Controls webinar*

URL/Web Address (provide if known) *www.pumps.com*

Date(s) of Event *December 15, 2036*

Evidence Provided as *completion email file (pumpControls.pdf)*

Location of Event *online*

Duration of the Event in Hours *15* X 0.1 = *1.5* Points.

Title or Name of Event _____

URL/Web Address (provide if known) _____

Date(s) of Event _____

Evidence Provided as _____

Location of Event _____

Duration of the Event in Hours _____ X 0.1 = _____ Points.

Title or Name of Event _____

URL/Web Address (provide if known) _____

Date(s) of Event _____

Evidence Provided as _____

Location of Event _____

Duration of the Event in Hours _____ X 0.1 = _____ Points.

Title or Name of Event _____

URL/Web Address (provide if known) _____

Date(s) of Event _____

Evidence Provided as _____

Location of Event _____

Duration of the Event in Hours _____ X 0.1 = _____ Points.

Section 3C: Professional Development – Technical Presentations & Publications

Fill out the information below for every Technical Presentation & Publication claimed:

(please list additional events on a separate piece of paper or spreadsheet)

Title of Presentation/Article *Ex: Bearing Case Histories*

Venue or Publication *Anytown ASME chapter meeting*

URL/Web Address (if known) *www.anytownASME.org*

Date of Presentation or Publication *February 10, 2034*

Evidence Provided as meeting *flyer (filename BearingCases.pdf)*

Paper Published (3pts) ☐ Presentation Only (2pts) ☒ Paper & Presentation ☐ Points (5 Max) *2 pts*

Title of Presentation/Article _____

Venue or Publication _____

URL/Web Address (if known) _____

Date of Presentation or Publication _____

Evidence Provided as _____

Paper Published (3pts) ☐ Presentation Only (2pts) ☐ Paper & Presentation ☐ Points (5 Max)_____

Title of Presentation/Article _____

Venue or Publication _____

URL/Web Address (if known) _____

Date of Presentation or Publication _____

Evidence Provided as _____

Paper Published (3pts) ☐ Presentation Only (2 pts) ☐ Paper & Presentation ☐ Points (5 Max)_____

Title of Presentation/Article _____

Venue or Publication _____

URL/Web Address (if known) _____

Date of Presentation or Publication _____

Evidence Provided as _____

Paper Published (3pts) ☐ Presentation Only (2pts) ☐ Paper & Presentation ☐ Points (5 Max)_____

Total Point Summary (from following Sections)		**Points**	
Section 2	Work Experience	_____	(20 points maximum)
Section 3A	Vibration Technical Training	_____	
Section 3B	Vibration Meetings/Conference Attendance	_____	
Section 3C	Vibration Presentations and Publications	_____	
Section 3 VSub	Vibration Subtotal (sum of 3A, 3B, 3C above)	_____	
Section 3ABC	Companion Technologies Training, et al	_____	(0.5x3 VSub/6 pts max)
Total Points	(Add points from Sections 2, 3VSub & 3ABC)	_____	

Section 4: Attestation

In order to qualify for renewal of certification by points, you must meet and attest to each the following statements. Read the statements carefully and initial, then sign at the bottom. You may use an electronic signature. If you simply type in your initials and/or signature, it will be interpreted as your signed initials and signature.

I _____ attest to each of the following statements.
(your name)

_____ I have actively worked in the field of vibration analysis without significant interruption since receiving my current vibration analyst certification. See the definition of significant interruption in Section 2.

_____ I have participated in the professional development activities as stated in Section 3 of this renewal application since receiving my last certification.

_____ I have and continue to follow the Vibration Institute Code of Ethics that includes the Code of Ethics as stated in Annex A of ISO 18436-1:2021.

The information provided in this application is true, accurate, and complete to the best of my knowledge. I am willing to provide in a timely manner, any additional evidence requested by the Vibration Institute that supports the information provided in this form. **I understand that falsifying information could result in the loss of my Certification.**

Print Name: _____

Signature: _____ Date Signed _____

RETURN COMPLETED FORM TO: Vibration Institute - Phone: 1 (630) 654-2254
vicertification@vi-institute.org