

# Certified IPC Specialist (CIS)

## Latest IPC Policies and Procedure

Version: 7.2 Effective Date: August, 2019

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### Certified IPC Specialist (CIS)

The Certified IPC Specialist (CIS) is an individual that has demonstrated competency in the use and application of a specific IPC standard to class 1, 2, and 3 products

### Roles and Responsibility

The IPC Certification Program Office consists of employees of IPC, including but not limited to, the members of the IPC Certification Department. The IPC Certification Program Office shall:

- a. Oversee the operation of the CIS Program in accordance with this document.
- b. Establish, implement, and maintain the policies and procedures that govern certification decisions, including the granting, maintaining, recertifying, altering of scope, suspension, and withdrawing of a certification.
- c. Schedule, facilitate, and provide support for the IPC Certification Committee and Subcommittees.
- d. Approve and provide administrative oversight of IPC Licensed Training Center licenses and Program riders.
- e. Maintain certification records and validate the authenticity and accuracy of IPC certifications.
- f. Maintain ultimate responsibility for the CIS Program.
- g. Periodically audit Licensed Training Centers, MITs, and CITs to ensure compliance with IPC Policies and Procedures.
- h. Interpret IPC policies and resolve issues relating to the IPC Certification System.

### Criteria for Initial Certification

To qualify for Certified IPC Specialist certification, a candidate shall fulfil the following requirements:

#### ❖ Personal Identifying Information

IPC requires that all candidates complete a Certification Profile, that includes, but is not limited to, their legal name, home address, and date of birth. This information is utilized by IPC to confirm the identity of Candidates and Certificants.

Candidates shall complete their Certification Profile on the IPC EDGE Learning Management System, regardless of assessment method.

Candidates can access their Certification Profile from their IPC EDGE user dashboard or from any certification program hosted on the IPC EDGE Learning Management System.

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## ❖ **Mandatory Certification Exam(s)**

CIS training is modular. Each IPC Certification Committee determines the mandatory and optional course module(s) for the program it oversees. Candidates obtain certification upon successful completion of the mandatory modules and all relevant prerequisites.

## ❖ **Optional Certification Exam(s)**

After earning a certification, a certificant may opt to attempt the program's optional modules. Once all the prerequisites and assessments for the optional modules are completed, the Certificant's certificate will be updated to include the optional modules. In some cases, an additional certificate may be granted.

## Certification Exam Overview

### ❖ **Mandatory Certification Requirements**

A CIS may choose to test to any of the following standard-specific endorsement exams. The required exams for each endorsement are listed below:

#### ➤ **J-STD-001 Endorsement**

Prerequisite: None

Requirement: Module 1 Introduction and Basic Requirements – 30-question Certification Exam

#### ➤ **IPC-A-600 Endorsement**

Prerequisite: None

Requirement: Module 1 and Module 2 Introduction – 20-Question Certification Exam

#### ➤ **IPC-A-610 Endorsement**

Prerequisite: None

Requirement: Module 1 Intro, Foreword, Applicable Documents, Handling – 20-Question Certification Exam

#### ➤ **IPC-6012 Endorsement**

Prerequisite: None

Requirement: 70-Question Certification Exam

#### ➤ **IPC/WHMA-A-620 Endorsement**

Prerequisite: None

Requirement: Module 1 - Introduction, General Documents – 30-Question Certification Exam

#### ➤ **IPC-7711/7721 Endorsement**

Prerequisite: None

Requirement: Module 1 Common Procedures – 20-Question Certification Exam

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## ❖ Certified IPC Specialist Optional Module and Workmanship Requirements

### ➤ J-STD-001 Optional Modules

#### ▪ **Module 2 Wires & Assembly**

Prerequisite: None

Requirement:

- ◆ Module 2 Wire & Terminal Workmanship Assessment
- ◆ 20-Question Certification Exam

#### ▪ **Module 3 Through Hole Technology**

Prerequisite: None

Requirement:

- ◆ Module 3 Component Prep/Mounting, PTH Workmanship Assessment
- ◆ 20-Question Certification Exam

#### ▪ **Module 4 Surface Mount Technology**

Prerequisite: None

Requirement:

- ◆ Module 4 SMT Workmanship Assessment
- ◆ 20-Question Certification Exam

#### ▪ **Module 5 Inspection Criteria**

Prerequisite: None

Requirement:

- ◆ Module 5 Inspection Workmanship Assessment
- ◆ 30-Question Certification Exam (If a Certificant successfully completes J-STD-001 Modules 1, 2, 3, and 4, the 30-Question Inspection Criteria Certification Exam is not required to complete the Module 5 Inspection Criteria Optional Module. In this case the Inspection Workmanship Assessment must still be completed.)

### ➤ J-STD-001 Space Endorsement

Prerequisite: The successful completion of J-STD-001G Module 1 plus at least one J-STD-001 optional module.

Requirement:

- ◆ J-STD-001 Space Workmanship Assessment
- ◆ 25-Question Certification Exam

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### ➤ **IPC-A-600 Optional Modules**

- **Module 3 Externally Observable Characteristics**

Prerequisite: None

Requirement: 20-Question Certification Exam

- **Module 4 Internally Observable Characteristics**

Prerequisite: None

Requirement: 20-Question Certification Exam

- **Module 5 Miscellaneous and Cleanliness**

Prerequisite: None

Requirement: 20-Question Certification Exam

### ➤ **IPC-A-610 Optional Modules**

- **Module 2 Soldering and High Voltage**

Prerequisite: None

Requirement: 10-Question Certification Exam

- **Module 3 Component Damage & PCBs, Cleanliness**

Prerequisite: None

Requirement: 15-Question Certification Exam

- **Module 4 Terminals**

Prerequisite: The successful completion of IPC-A-610 Modules 1 and 2

Requirement: 15-Question Certification Exam

- **Module 5 Through-Hole Technology**

Prerequisite: The successful completion of IPC-A-610 Modules 1, 2, and 3

Requirement: 25-Question Certification Exam

- **Module 6 Surface Mount Technology**

Prerequisite: The successful completion of IPC-A-610 Modules 1, 2, and 3

Requirement: 25-Question Certification Exam

- **Module 7 Hardware**

Prerequisite: None

Requirement: 10-Question Certification Exam

- **Module 8 Solderless Wire Wrap**

Prerequisite: None

Requirement: 10-Question Certification Exam

### ➤ **IPC-6012 Space Endorsement**

Prerequisite: Requires the successful completion of the IPC-6012 Certification Exam

Requirement: 15-Question Certification Exam

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### ➤ **IPC/WHMA-A-620 Optional Modules**

- **Module 2 – Crimp Terminations and Insulation Displacement Connection**  
Prerequisite: None  
Requirement: 20-Question Certification Exam
  
- **Module 3 – Soldering to Terminals**  
Prerequisite: None  
Requirement: 15-Question Certification Exam
  
- **Module 4 – Connectors; Molding**  
Prerequisite: None  
Requirement: 15-Question Certification Exam
  
- **Module 5 – Splices**  
Prerequisite: None  
Requirement: 15-Question Certification Exam
  
- **Module 6 – Marking; Securing; Shielding; Protective Coverings; Finished Assembly Installation**  
Prerequisite: None  
Requirement: 20-Question Certification Exam
  
- **Module 7 – Coaxial and Biaxial Cables**  
Prerequisite: None  
Requirement: 15-Question Certification Exam
  
- **Module 8 – Solderless Wrap**  
Prerequisite: None  
Requirement: 10-Question Certification Exam

### ➤ **IPC/WHMA-A-620 Space Endorsement**

- Prerequisite: The successful completion of all IPC/WHMA-A-620 CIS mandatory and optional modules
- Requirement:
  - ◆ 30-Question Certification Exam
  - ◆ IPC/WHMA-A-620 Space Workmanship Assessment

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### ➤ **IPC/WHMA-A-620 Workmanship Assessments**

#### ▪ **Workmanship Module 1 (H1)**

Prerequisite: IPC/WHMA-A-620 Module 1 and Module 6

Requirement: IPC/WHMA-A-620 Workmanship Assessment (H1)

#### ▪ **Workmanship Module 2 (H2)**

Prerequisite:

◆ IPC/WHMA-A-620 Workmanship Module 1 (H1)

◆ IPC/WHMA-A-620 Module 1, Module 2, and Module 6

Requirement: IPC/WHMA-A-620 Workmanship Assessment Module 2 (H2)

#### ▪ **Workmanship Module 3 (H3)**

Prerequisite:

◆ IPC/WHMA-A-620 Workmanship Module 1 (H1)

◆ IPC/WHMA-A-620 Module 1, Module 3, and Module 6

Requirement: IPC/WHMA-A-620 Workmanship Assessment Module 3 (H3)

#### ▪ **Workmanship Module 4 (H4)**

Prerequisite:

◆ IPC/WHMA-A-620 Workmanship Module 1 (H1) and Module 2 (H2)

◆ IPC/WHMA-A-620 Module 1, Module 2, Module 4, and Module 6

Requirement: IPC/WHMA-A-620 Workmanship Assessment Module 4 (H4)

#### ▪ **Workmanship Module 5 (H5)**

Prerequisite:

◆ IPC/WHMA-A-620 Workmanship Module 1 (H1)

◆ IPC/WHMA-A-620 Module 1, Module 5, and Module 6

Requirement: IPC/WHMA-A-620 Workmanship Assessment Module 5 (H5)

#### ▪ **Workmanship Module 6 (H6)**

Prerequisite: IPC/WHMA-A-620 Module 1, Module 6, and Module 7

Requirement: IPC/WHMA-A-620 Workmanship Assessment Module 6 (H6) Hands on Module 6 – Coaxial Cables

### ➤ **IPC-7711/7721 Optional Modules**

#### ▪ **Module 2 Wire Splicing**

Prerequisite: None

Requirement: Module 2 Workmanship Assessment

#### ▪ **Module 3 Conformal Coating**

Prerequisite: None

Requirement: Module 3 Workmanship Assessment

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- **Module 4 Through Hole Components**  
Prerequisite: None  
Requirement: Module 4 Workmanship Assessment
  
- **Module 5 Chip & MELF Components**  
Prerequisite: None  
Requirement: Module 5 Workmanship Assessment
  
- **Module 6 Gull Wing Lead components**  
Prerequisite: None  
Requirement: Module 6 Workmanship Assessment
  
- **Module 7 J-Lead Components**  
Prerequisite: None  
Requirement: Module 7 Workmanship Assessment
  
- **Module 8a - Optional**  
Prerequisite: None  
Requirement: Module 8 Company Specific Workmanship Assessment
  
- **Module 9 Laminate Repair**  
Prerequisite: None  
Requirement: Module 9 Workmanship Assessment
  
- **Module 10 Circuit Repair**  
Prerequisite: None  
Requirement: Module 10 Workmanship Assessment

## Exam Results and Certificates

### ❖ Exam Results

All IPC exams are pass/fail assessments designed to measure a minimum level of competence. The time frame and method of obtaining exam results will vary based on the type of assessment utilized.

### ❖ Online Exams

The results of any exam taken on the IPC EDGE Learning Management System are available as soon as the candidate submits the exam, or the exam time expires.

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## Certificate Issuance

Candidates that successfully complete the requirements of an IPC certification program will receive a certificate verifying completion of that program. IPC certificates are issued directly to the candidate via their IPC EDGE Learning Management System account.

Candidates can download and print their certificate from the IPC EDGE Learning Management System. Instructors and proctors are not granted access to candidate certificates on the IPC EDGE Learning Management System.

Instructors, proctors, and any other third party may request and obtain copies of certificates directly from the certificant. IPC will only verify the authenticity of certificates and provide summary reports for instructor record keeping. IPC does not provide copies of certificates to any individual other than the certificant.

## Failure

Candidates that fail to pass a certification exam may attempt to retake the exam after the cool down period specified in the certification program's Policies and Procedures.

## Cool Down Period

The certification exam cool down period is used to protect the integrity of certification exam items and to ensure that candidates are afforded the opportunity to obtain additional training as necessary.

## First Failure

In the event that a candidate fails his or her first attempt to pass a certification exam, the candidate shall wait a minimum of 1 calendar day before attempting a retest.

## Second Failure

In the event that a candidate fails his or her second attempt to pass a certification exam, the candidate shall wait a minimum of 2 calendar days before attempting a retest.

## Third Failure

In the event that a candidate fails his or her third attempt to pass a certification exam, the candidate shall wait a minimum of 7 calendar days before attempting a retest.

Candidates may opt to retest only the failed portion(s) of the certification written examination or the workmanship project, if completed within 90 calendar days following the initial failed exam.

Candidates are afforded one complimentary retest of the failed portions of their written certification exam. Any subsequent attempts are subject to the retest fee.

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## Certification Term

The certification term for the CIS program is **2 years**. The certification term begins on the date a candidate successfully completes all the program's minimum certification requirements.

Certifications only reflect the expiration month and year. Certifications expire the last day of the expiration month, regardless of the day of the month the certification was granted.

## Certification Renewal Period

The IPC recertification program helps to ensure the continued competence of certificants as tools, processes, and technologies evolve. Prior to the conclusion of the certification term, certificants shall demonstrate they have successfully met the requirements of one of the renewal methods listed in this section.

Certification renewals completed **within a 90-day window prior to the expiration** of the existing certification shall be granted a new certification expiration date that is exactly two years following the existing expiration date. **A single extension of 90 days beyond the two-year** certification term may be requested and granted by the IPC Certification Office.

**Beginning on January 1, 2020 certification renewals shall occur within six calendar months prior to the expiration of an existing certification.** When Certificants renew their certification within 6 months of the certification expiration date, the renewed certification will be valid for an additional 2 years from the expiration date of their currently held certification.

## Certification Renewal Requirements and Process

### Renewal through Testing Certified IPC Specialist (CIS)

A CIS may renew his or her certification by completing the IPC training and certification program for that certification or by successful completion of that program's certification exams and/or assessments only. Though not required for renewal of certification, training is strongly encouraged due to the rapid evolution of technology, standards and best practices.

### General Renewal through Retesting Policies

To renew their certification through testing only, Certificants shall follow all of the certification program's application procedures and schedule the recertification exam with an active IPC CIT or MIT.

All retests follow the same policies and procedures as initial certification testing, including the cool down period after failures.

Certificants are responsible for all recertification testing fees.

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### **Recertification Compliance**

Failure to comply with recertification requirements will result in the expiration of certification, removal of the Certificant's credential, and a revocation of the rights afforded program certificants.