



**Vibration Institute**

**ANAB**  
ANSI National Accreditation Board  
ACCREDITED  
ISO/IEC 17024  
PERSONNEL CERTIFICATION  
BODY

# 2023 Vibration Analyst Recertification Webinar

**PRESENTED BY:**  
NANCY DENTON, TECHNICAL DIRECTOR OF CERTIFICATION  
JANINE KOMORNICK, MANAGER OF OPERATIONS

**MODERATED BY:**  
ERIK ANDERSON, TRAINING & CERTIFICATION SPECIALIST

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## *VI VA Recertification - why bother?*

- Maintaining your certification demonstrates your commitment to professionalism, upholding industry standards, and continued/life-long learning
- You worked hard to earn your certification; you don't want that work to go to waste
- There are more than 3700 VI-certified vibration analysts; you want to keep being part of this globally respected group
- Staying certified could be an employment requirement
- Recertifying takes some effort, but with a little planning, it doesn't have to be onerous

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## VI VA Recertification - *how does it happen?*

- Take one of two paths:
  - Recertify by points → complete and submit CF024 Renewal of Vibration Analyst Certification Application Form
  - Recertify by exam → complete and submit CF058 Application for Recertification by Examination for VI Vibration Analysts
- Both paths meet the requirements of ISO 18436-2:2014 and conform to ISO/IEC 17024 per our ANAB accreditation

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## Recertification - *which path is right for you?*

- Should you recertify by points?
  - Do you spend at least 200 hours per year doing vibration-related work?
  - Are you able to devote enough time to professional development to meet your category's point requirement?
  - Do you keep good records of your training and activities?

### Total Points Required for Recertification by Category

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

- Note: points for non-vibration related work and professional development are limited

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## *Recertification - which path is right for you?*

- *Should you recertify by exam?*
  - Has there been a gap in your vibration-related employment, so you have one or more years with less than 200 hours of vibration-related work?
  - Is it difficult for you to obtain applicable professional development points?
  - Did you lose your professional development records, or do you just want to avoid the hassle of gathering your documentation?
  - Do you love the adrenaline rush that comes with taking exams? *Really?*

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## *Recertification - what limits your choice?*

- Recertification and examination requirements (CPo11):
  - Not lapsed **your choice**: Recertify without testing based on the Category-based point system or re-certify by retesting at current category classification.
  - Lapsed 1 day to 6 months (grace period) **still your choice**: Recertify without testing based on the Category-based point system or re-certify by retesting at current category classification.
  - Lapsed 6 months to 2 years **exam only**: Recertify by testing at expired category classification
  - Lapsed 2 years or more **exam only**: Recertification process starts with examination at an applicable category classification. (Options are Category I, Category II, or Category III).

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## Recertification by points, CFo24 Sections

- General Information, Section 1
  - Legal name *this is what appears on your government-issued photo ID (as required when taking a certification examination)*
  - Certificate name *(this is what will be listed on your certificate and is the name used for you in the VI Certificant directory in the Member Portal and your other VI records)*
  - Address for shipping *(this is critical for sending your certificate to you)*

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## Recertification by points, CFo24 Sections

- Work Experience, Section 2
  - Percentages are based on working 2000 hours per year *the 2000-hour base stays the same no matter how many hours you actually work*
  - Annual maximum is 4 points, with only one point allowed from companion technologies *(reliability, ultrasonics, thermal imaging, safety, ...)*
  - Supervisor/Manager Name could be your name – see upcoming slide

**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

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## Recertification by points, CFo24 Sections

- Work Experience, continued
  - You will need to provide more insight into your vibration-related experience

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

<input type="checkbox"/> acceptance testing	<input type="checkbox"/> condition evaluation	<input type="checkbox"/> data collection
<input type="checkbox"/> diagnostic testing	<input type="checkbox"/> engineering	<input type="checkbox"/> program setup
<input type="checkbox"/> program supervision	<input type="checkbox"/> vibration analysis	<input type="checkbox"/> vibration monitoring
<input type="checkbox"/> other (please specify) _____		

Give a brief description of your typical job duties: \_\_\_\_\_

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## Recertification by points, CFo24 Sections

- Work Experience, continued
  - Final step of Section 2! The supervisor attestation **MUST** be signed (*this is a critical step*)
  - If you are self-employed and signing as your own supervisor, be sure to let the application reviewer know by checking the box

**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.*

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## Recertification by points, CFo24 Sections

- Professional Development, Section 3
  - Professional development points come from:
    - *attending* training, meetings, conferences
    - *participating* on VI committees
    - *leading* formal training courses
    - *giving* presentations, and
    - *writing* publications
  - 50% of professional development points can come from companion technologies (up to a maximum of 6 points)
  - This section is split into 3A, 3B, and 3C to aid tracking and review



Not this training!

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## Recertification by points, CFo24 Sections

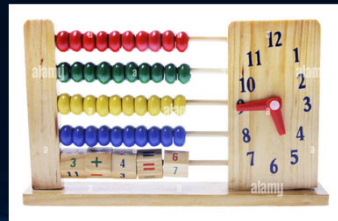
- Professional Development, Section 3, continued
  - Section 3 of the CFo24 has three subsections:
    - 3A Technical Training *renewal points from classes, webinars, et al*
    - 3B Technical Meetings and Conferences *renewal points for being involved in vibration-related and similar organizations*
    - 3C Technical Presentations and Publications *renewal points for sharing what you know with others in the machinery condition monitoring field*

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## Recertification by points, CFo24 Sections

- Professional Development, Section 3A Training
  - Training renewal points are *mostly* awarded at a rate of 0.1 points per hour participation. Exceptions are:
    - If you repeat attending or teaching a course during a one-year period, only the first session counts for full points
    - If you repeat attending or teaching a course during the certification period, the second (and third and ...) session counts for 50% points (0.05 points per hour)
    - *Abacus and clock shown "just because"*



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## Recertification by points, CFo24 Sections

- Professional Development, Section 3B Technical Meetings and Conferences
  - Awarding these renewal points is more complicated.
    - Participation in vibration-related meetings (e.g., VI Chapter, VI Committee, VI Board, other verifiable Vibrations standards groups) results in 0.1 points per hour participation *up to the limit of 3 points/year*
    - Participation in vibration-related conferences (VIATC, CMVA, MFPT, Turbomachinery, IMAC, IMech) results in 0.1 points per hour participation *up to the limit of 6 points/year*
    - 0.5 points per day for other conferences, committee meetings, and standards meetings *up to the limit of 6 points/year and accounting for restrictions on companion technology professional development points*

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## Recertification by points, CFo24 Sections

- Professional Development, Section 3C Technical Presentations and Publications
  - Basic renewal point assignments are:
    - Giving a technical presentation at a conference, webinar, or similar event earns 2 renewal points. *Presentation earns points ONCE during a certification period.*
    - Writing a recognized technical publication earns the author 3 renewal points, one time only. *Writing a published paper and presenting it can earn 5 renewal points*
    - In the rare case when someone authors a published vibration-related book, points are determined based on the content and length of the text (this effort earns a minimum of 3 renewal points).*

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## Recertification by points, CFo24 Sections

- Section 3 documentation:
  - Every Section 3 entry must be reviewed. When entry's title, date, location, URL, duration and/or evidence of each entry matches the entry's documentation, *this radically speeds the review process.*

**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

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**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

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**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.*

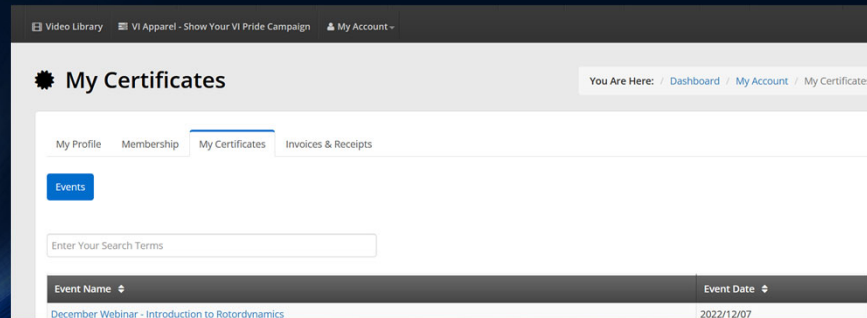
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## Recertification by pts, Member Portal for Documentation

- Log in to the VI Member Portal (open to members and VI VA certificants)  
<https://vi-institute.member365.org/>
- Click on MyAccount then My Certificates to see documentation from Vibration Institute events
- *To view the points for an event, click on the title link (and login in again)*

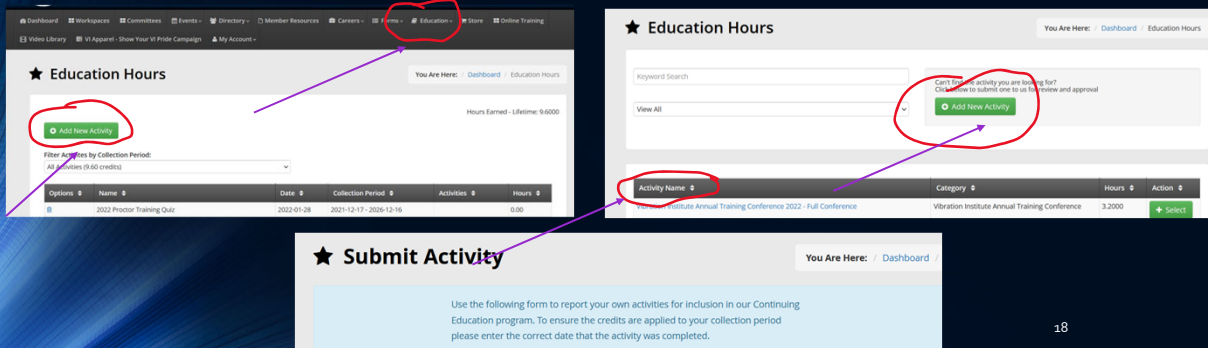


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## Recertification by pts, Member Portal for Documentation

- To upload documentation for training, conferences, et al from non-VI organizations, select Education then Education Activities (top bar) then Add New Activity
- If the activity has previously been approved for certification, it will show up under Activity Name; select it
- Otherwise, select Add New Activity and follow the Submit Activity prompts



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## *Recertification by points, CFo24 Sections*

- Section 3 documentation, continued:
  - Again, for every entry in section 3, you'll need documentation. The easier it is to match your documentation to your CFo24 entries, the more quickly and painlessly your application will be processed
  - The Vibration Institute's Member Portal is a great primary storage location for your documentation
  - Upload scanned certificates from training & conferences, scanned programs that list your presentations and publications (MyAccount/Education/Education Activities)
  - Completed VI webinars and conferences should automatically be added to your version of MyAccount/My Certificates in the Member Portal

***Keep your own backup documentation .... Sometimes things get lost!***

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## *Recertification by points, CFo24 Sections*

- Attestation, Section 4
  - This is the section where you sign to verify you:
    - did the work experience you claimed
    - completed the professional development activities you claimed
    - have met, and will continue to meet, the requirements of the Vibration Institute Code of Ethics <https://www.vi-institute.org/code-of-ethics/>
  - *Initialing, signing, dating, and otherwise completing all fillable blanks in Section 4: Attestation is required for recertification consideration*



**Check your entries, make sure you have your documentation, save your file and send it all to the Vibration Institute [vicertification@vi-institute.org](mailto:vicertification@vi-institute.org).**

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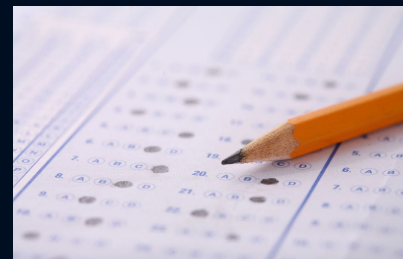
# Renewal by Points (CFo24) Questions?

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## Recertification by Exam, *CFo58* Sections

- The critical aspects of the CFo58 form are:
  - Sorting out when and where your exam will be taken
  - Getting your name(s) and contact information entered correctly
  - Selecting the exam form you want
  - Providing your VI Certificate number and expiration date
  - Requesting any necessary exam accommodations
  - Authorizing release of your exam results and publication of your name (*or not, in each case*)
  - Completing the Attestation and Signature section (*page 3*)



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## Recertification by Exam, CF058 Sections

- Sort out when and where your exam will be taken:
  - during a public exam event (sign up via the VI website; locations and dates are posted)
  - Individually at the VI office in Naperville, IL, M-F, 8-5 CT
  - as a private exam event (set up thru the VI staff; location and proctor must be approved)
  - Outside the US, schedule through a VI International rep

Date of Application:	<input type="text"/>	Country of Citizenship*:	<input type="text"/>
	mm/dd/yyyy	(required)	
<small>* The Vibration Institute can neither train nor certify any individual that is a citizen of, or resides in, any USA-embargoed country due to U.S. Department of State "International Traffic in Arms Regulations" (ITAR).</small>			
Exam Date and Location of Exam:			
Date of Exam:	<input type="text"/>	Location of Exam:	<input type="text"/>
	mm/dd/yyyy		

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## Recertification by Exam, CF058 Sections

- Enter your name(s) and contact information correctly
  - Your legal name is used to ID you prior to your exam
  - Your certificate name is used for all VI certification records, including the public directory of certificants
  - The contact information you provide determines where your certificate will be sent and allows VI staff to reach you as needed

<b>Name:</b> Enter your legal name, exactly as listed on your government-issued photo identification card. <input type="text"/>
<b>Name:</b> Enter your name exactly as it to appears on your current or expired certificate. <input type="text"/>
<b>Address:</b> Enter your physical mailing address and the contact information that you want the Vibration Institute to use to contact you regarding information about your certification and renewing your certification. <input type="text"/>

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## Recertification by Exam, CF058 Sections

- Select the exam form you want (category, language, units)
- If your recertification exam doesn't go well, you can retake an equivalent exam between 30 days and 12 months after the first exam date*

Select the Category, Language and Units of the exam you wish to take (check only one):

Category I	Category II	Category III	Category IV
<input type="checkbox"/> EN.SI	<input type="checkbox"/> EN.SI	<input type="checkbox"/> EN.SI	<input type="checkbox"/> EN.US
<input type="checkbox"/> EN.US	<input type="checkbox"/> EN.US	<input type="checkbox"/> EN.US	
<input type="checkbox"/> ES.SI	<input type="checkbox"/> ES.SI	<input type="checkbox"/> ES.US	
<input type="checkbox"/> ES.US	<input type="checkbox"/> ES.US		

EN = English | ES = Española (Spanish)  
SI = International System of Units | US = United States Customary Units

Is this a re-test? ☐ Yes ☐ No

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## Recertification by Exam, CF058 Sections

- Provide your VI Certificate number and expiration date
- Check with the VI staff if you have lost track of these items*

Current or expired Vibration Analyst Category (check only ONE, your most current Certification category):				
<input type="checkbox"/> Category I	<input type="checkbox"/> Category II	<input type="checkbox"/> Category III	<input type="checkbox"/> Category IV	
VI Certificate Number:		Expiration Date:		

- Request special accommodations, if appropriate (per ADA and ISO18436-1:2021 guidelines)

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## Recertification by Exam, CF058 Sections

- Authorize release of your exam results and publication of your name *(or not; it's your call)*

**Release** (you must check one box for each statement below):

Do you authorize the release of your examination results to your examination sponsor and/or employer?  
(check one): ☐ Yes ☐ No

It is the policy of the Vibration Institute to publish the names of all certified vibration analysts on the Vibration Institute website and in Vibrations magazine. Names will only be published upon successful completion of a Vibration Institute certification examination. Unsuccessful candidate names will not be published.

I authorize publication of my name (check one): ☐ Yes ☐ No

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## Recertification by Exam, CF058 Sections

- Complete the Attestation and Signature section, where you agree to items a-g, plus four other statements

I agree to the terms and conditions of the Vibration Institute certification program and agree to:

- comply with the relevant provisions of the certification scheme;
- make claims regarding certification only with respect to the scope for which certification has been granted;
- not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized;
- discontinue the use of all claims to certification that contains any reference to the certification body upon suspension or withdrawal of certification, and to return any certificates issued by the certification body;
- not use the certificate in a misleading manner;
- supply information requested by the Institute needed in the assessment of this application; and,
- adhere to the Vibration Institute's Code of Ethics.

The information provided on this application is true, accurate, and complete to the best of my knowledge. Additionally, 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.

Signature:		Date Signed: (mm/dd/yyyy)
Printed Name:		

*Typing your name in the signature box will be interpreted as your legal signature.*

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## VI VA Recertification Exam Cost (US)

### US Exam Pricing:

CAT I: \$275

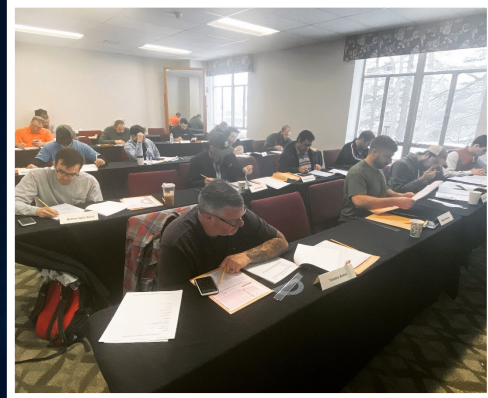
CAT II: \$325

CAT III: \$375

CAT IV: \$425

International Candidates should work with an International Representative to for assistance with exam scheduling

**(exam pricing outside the US may differ)**



### Retesting

\$150 for the first retest. First retest must be taken within 12 months of the initial test.

Additional retests of same category will be charged full price

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## Resources Available on Our Website

Go to <https://www.vi-institute.org/vibration-analysts-certification-forms/> for:

- CF024 Renewal of Vibration Analyst Certification Application Form
- CF058 Application for Recertification by Examination for VI Vibration Analysts
  - CI 002 Approved/Prohibited Items & Calculators for our Certification Exams
  - CI 001 Certification Exam Instructions for Approved Candidates
  - <https://www.vi-institute.org/events/> includes dates for VI public exam events
  - Vibration Institute Certification Handbook includes sample exam items – <https://vi-institute.org/wp-content/uploads/Cert-Handbook.pdf>
  - International Rep Listing (for those residing outside the US) <https://www.vi-institute.org/international-representative-directory/>

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## Helpful Resources



VIBRATION INSTITUTE CERTIFICATION HANDBOOK –  
[HTTPS://VI-INSTITUTE.ORG/WP-CONTENT/UPLOADS/CERT-HANDBOOK.PDF](https://vi-institute.org/wp-content/uploads/cert-handbook.pdf)

VIBRATION INSTITUTE WEBSITE –  
[HTTPS://WWW.VI-INSTITUTE.ORG/ANAB-ACCREDITATION/](https://www.vi-institute.org/anab-accreditation/)

RECERTIFICATION INFORMATION –  
[HTTPS://WWW.VI-INSTITUTE.ORG/RECERTIFICATION/](https://www.vi-institute.org/recertification/)

VIBRATION INSTITUTE OFFICE: (630) 654-2254  
VICERTIFICATION@VI-INSTITUTE.ORG

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# Questions?



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