

# RU Provider Program



The RU Provider Program allows audiovisual related educational programs to provide renewal units (RUs). These RUs can be used by AVIXA Certification holders to renew their certifications every 3 years. By participating, you can boost attendance and add value to your event!

## Features:

- One-on-one course submission support with staff
- A digital brochure you can customize with your company name and logo
- Exclusive RU Provider graphic for your communications
- Access to the RU dashboard to manage courses

**1** Submit an online application for a course you would like certified for RUs.

**2** Pay the RU Provider fee for each submission/course. Each course is approved for 2 years.

**Members: \$350**

**Nonmembers: \$450**

**3** The AVIXA Renewal Committee has 10 business days to evaluate the submission and award RUs based on the relevancy of the content to the industry.

**4** If approved, your organization will receive an approval notice via email that outlines the start date and expiration date of the course along with the RUs awarded. Your submission will be listed in our RU Provider List of approved courses. If unapproved, you will have the chance to amend your application. The fee is not lost!

**5** You are ready to market and host your course! Provide certificates of completion to attendees so they can keep track of their RUs.

**6** Nearing 2 years, a renewal reminder will be sent 30 days prior to the expiration date of your course submission. To renew the course, you will follow this process again.

# What information do you need to complete the RU Provider application?

*It's recommended that the course creator fill out the RU Provider Application as they would be most familiar with the course content.*



## Basic Information

- Course Name
- Course Description
- Company Name
- Company or Course URL
- Instructor Biography and link
- \*Multiple instructors can be listed\*
- Course Target Audience
- Course Delivery Mode
- Questions Link (Evaluation Tool)

## Determination of RUs

- Provider Type: Manufacturer vs Non Manufacturer
  - Manufacturer: content pertaining to specific company products, services or are sales focused
  - Non-Manufacturer: content that is strictly educational
- Number of RUs for each applicable designation level you are applying towards
  - One contact hour is equal to one renewal unit for educational training that is vendor neutral.
  - Content that is not vendor-neutral will only receive half credit.

EX: Company XYZ holds a class that lasts for eight hours, but during that class they discuss a platform or product specific to Company XYZ. Participants would only receive four renewal units instead of eight renewal units. Break times are not included in contact hours

## Submission Relevancy

- Domains and Tasks  
Refer to the Exam Content Outline and Job Task Analysis found in Documents and Resources on AVIXA.org to determine the most relevant topic areas (domains/duties) and exam levels (tasks) the course you are submitting relates to. Carefully review and be selective, we recommend choosing the top 3 domains and tasks for each applicable designation you are applying towards.
- 3 Learning Objectives  
At least three clearly relevant learning objectives or industry related purposes for the course must be stated. Show how the course relates to one or more of the Exam Content Outline domain areas and tasks chosen.

## Certificate Provided

- Link to your Certificate Template  
Certificates should display:
  - Course title
  - Date of completion
  - Number of RUs earned
  - Student's full name

Template must match what you will provide to attendees. If changes to your course occurs while the course is approved, notify our office and provide an updated certificate.

