



ACEDS | ASSOCIATION OF CERTIFIED  
E-DISCOVERY SPECIALISTS  
A BARBRI PROFESSIONAL ASSOCIATION

# CERTIFIED E-DISCOVERY SPECIALIST RECERTIFICATION APPLICATION

LEARN MORE AT [ACEDS.ORG](https://www.aceds.org)

# CEDS Recertification

---

The CEDS Recertification Handbook provides guidance and requirements that seek to assure that Certified E-Discovery Specialists (CEDS) maintain and enhance their e-discovery knowledge and skills for as long as they hold the CEDS designation. Professionals who hold the CEDS credential are required to earn qualifying continuing education credits through experience, training and education.

To recertify, applicants must submit the:

- Completed Recertification Application (Page 4)
- Self-Verification Form detailing forty (40) continuing education credits (Page 6)
- Signed Continuing Education Verification Affidavit (Page 7)
- Applicable recertification fee

## CONTINUING EDUCATION CREDIT REQUIREMENTS

Forty (40) continuing education credits are required to be completed within a two-year period. Candidates will not be granted continuing education credits for activities completed prior to obtaining their CEDS credential or completed more than two (2) years prior to the recertification period. All applicable continuing education credits must be earned prior to the recertification deadline.

## CEDS RECERTIFICATION DEADLINES

Recertification candidates are required to submit a completed CEDS Recertification Application, and a recertification fee, postmarked no later than the recertification deadline — which is two (2) years from the date indicated on your CEDS certificate, or two (2) years from your most recent CEDS recertification deadline.

For example, if the date you obtained your certification (as indicated by the date on your CEDS certificate) is January 1, 2020, you will have until January 1, 2022 to submit your completed Recertification Application and the recertification fee. In this instance, you must recertify again through the same process by January 1, 2024, regardless of the date on which you previously recertified.

If the recertification deadline is not met, the CEDS credential will lapse and persons seeking to obtain the credential again will need to contact ACEDS Customer

Service at 844-992-2337 or [customerservice@aceds.org](mailto:customerservice@aceds.org) to have their account assessed for any necessary late fees or, in the event of a credential expired more than two years, to arrange an exam retake.

## CEDS CONTINUING EDUCATION CREDITS SUPPORTING DOCUMENTATION

ACEDS generally relies on the applicant to self-verify that they have completed the requisite number of continuing education credits, and supply some basic information on those credits through the Self-Verification form. Applicants do not need to include supporting documentation with the recertification application, but are advised to retain originals or copies of their supporting documents should ACEDS request them for auditing purposes.

## RECERTIFICATION APPLICATION FEES & TIMELINE

1. ACEDS will not accept recertification applications postmarked after the recertification deadline as described above. Please contact ACEDS Customer Service with questions at 844-992-2337.
2. Checks, credit cards and wire transfers are acceptable forms of payment.

The Recertification Application must be submitted to ACEDS within six (6) months of the recertification deadline. The following application fees apply: \$495 for members or \$395 for government members. These fees include a two-year membership and certification renewal.

Fees must be submitted by the recertification deadline and are non-refundable. Recertification fees are subject to change without notice. Applicants who submit applications with the inappropriate payment will be invoiced the difference and will remain pending until the full amount is paid. Fees may be paid by credit card or check payable to ACEDS. The applicant's name and company must appear on all payments made by check.

## EXTENSIONS

Extenuating circumstances, such as prolonged unemployment or serious illness of the applicant or

a close family member, may prevent CEDS-certified professionals meeting recertification requirements. One-year renewals of the CEDS credential can be requested under such circumstances through submission of the ACEDS Financial Hardship Scholarship Application, which can be found on [aceds.org](http://aceds.org). The hardship renewal may be granted only once during a CEDS-certified professional's recertification period and must be approved by the recertification deadline. These are examples of persons who may be eligible for a hardship waiver:

3. Applicants who have been out of work for at least one year of the two-year recertification period.
4. Applicants who have spent a significant amount of time caring for a seriously ill family member or who have suffered serious illness themselves.
5. Applicants who are deployed to active duty in the armed forces for at least a six-month assignment.

If approved, the recertification expiration date will be renewed for one year. At the end of one year, applicants will be required to recertify per standard procedure to maintain their CEDS credential.

To apply for the hardship scholarship, please visit [aceds.org](http://aceds.org) and navigate to the bottom of the webpage where you will follow the appropriate link to the scholarship page and application.

### **INELIGIBILITY FOR EXTENSIONS**

Applicants who have not accrued the required 40 recertification credits by their expiration date or who cannot demonstrate extenuating circumstances or have not submitted a recertification application before their expiration date are not eligible for an extension.

### **EXPIRED CEDS CERTIFICATIONS**

CEDS-certified professionals who do not submit an application by the recertification deadline will be considered lapsed and no longer certified. ACEDS will notify CEDS certified members if their certification expires and will also provide certification status to employers who request it. Expired CEDS certified professionals must cease using the CEDS designation immediately upon notification. To become certified and to display the CEDS designation, the expired CEDS-certified professional must contact ACEDS to submit applicable late fees and/or retake the CEDS exam.

### **RECERTIFICATION BY EXAMINATION**

Persons whose certification has lapsed more than two years may only recertify by taking and passing the CEDS examination. The cost to retake the certification examination as an expired CEDS is \$995 for those who do not request study materials, and \$1195 for those who wish to receive access to study materials. After making one of these payments, individuals will have one-year from the date of payment to sit the CEDS exam and submit their completed recertification application.

### **REMINDERS AND APPLICATION SUBMISSION**

CEDS professionals should know their recertification cycle and submit a completed application before the recertification deadline. ACEDS will send any renewal reminders to the e-mail address on file, so it is important that ACEDS be notified of changes in contact information.

Recertification cycles and submission requirements will not be changed because a CEDS professional did not receive reminders that were sent to the addresses on file.

# CEDS Recertification Application

The CEDS recertification application and fee must be postmarked no later than the date on which your certification is due to expire. The recertification deadline is two (2) years from the date on which you obtained your CEDS credential, or two (2) years from the previous recertification deadline. For example, if you obtained the CEDS credential on January 1, 2020, your recertification deadline is January 1, 2022. You should submit your recertification materials between July 1, 2021 and the recertification deadline.

The date you obtained the CEDS credential is indicated on the physical and electronic forms of the certificate. If you are uncertain about your date of certification or the recertification deadline, please contact ACEDS Customer Service at 844-992-2337 or [customerservice@aceds.org](mailto:customerservice@aceds.org).

## PERSONAL CONTACT INFORMATION

Full Name

Title

Company

Department/Unit

Residential Mailing Address (No P.O. Boxes)

City

State

Zip/Postal Code

Country

Phone Number

Email Address

## PAYMENT METHODS

- Please bill me (If needed, your corporate purchase order number: \_\_\_\_\_ )
- Check enclosed, payable to: ACEDS, 12222 Merit Drive, Suite 1340, Dallas, TX 75251 USA
- I previously paid ACEDS on (date) \_\_\_\_\_
- Pay using a credit card

## CREDIT CARD INFORMATION

Name on Card

Card Number

Expiration Date

CVV Code\*

Card Holder Signature

Credit Card Billing Address (No P.O. Boxes)

City

State

Zip/Postal Code

Country

\*The CVV, Credit Verification Value, code is usually a 3-digit code located on the back of your card, inside the signature area. On AmEx cards, it is a 4-digit code located on the front above the account number. Orders without the CVV code will cause processing delays. Visit [www.aceds.org](http://www.aceds.org) for our cancellation/refund policy.

## CEDS Recertification Worksheet

Forty (40) continuing education (CE) credits must be earned within a two-year cycle following the year of certification or prior recertification. Please refer to the table below for guidance on applicable continuing education and applied credits.

CATEGORIES	CREDITS ASSIGNED	LIMIT (PRIOR 2 YEARS)	TOTAL
<b>PROFESSIONAL EXPERIENCE</b>			
Full-time experience in e-discovery or related fields	10 per year	20	
<b>TRAINING</b>			
Attendance at a conference, workshop, seminar, web seminar, symposium, educational training session on discovery topics	1 credit per 60 minute hour	Unlimited	
<b>EDUCATION</b>			
Obtaining other professional certifications or licenses within the two-year recertification period (includes e-discovery vendor certifications, or related field certifications)	5 each	10	
<b>TOTAL CREDITS EARNED _____</b>			



## Background Verification Authorization & Affidavit

---

I hereby certify that I have completed a minimum of forty (40) approved continuing education credits within the prior two (2) calendar years, referred to as the recertification period. I understand that no supporting documentation of the continuing education credits requested on the CEDS Recertification Application is required to be submitted with the CEDS Recertification Application, and that ACEDS reserves the right to request and review documentation to confirm and verify, if necessary, the information submitted on the CEDS Recertification Application. I understand a signed electronic copy of this authorization may be considered as valid as the original. In the event my recertification is not approved, the recertification fee, less \$100 for administrative handling, will be refunded.

I understand that upon acceptance of my CEDS recertification application my credential will be valid for an additional two years from my previous expiration date. I understand that if I do not renew by my next expiration date that the CEDS credential will be considered lapsed and no longer valid. In the event of an expired credential, I agree to immediately cease using the credential and remove the CEDS designation from my professional profile(s).

---

Signature

---

Print Name

Date