

Your PDH records have been reported to the ACEC Registered Continuing Education Program (RCEP) at [www.rcep.net](http://www.rcep.net). Welcome to RCEP!

Your PDHs have been reported for the *Applications in Sustainable Technology for Supporting Rooftop Piping & Equipment* offered by PHP Systems/Design.

**A certificate of completion has automatically been generated and stored in the online RCEP system,** which can be downloaded, saved, and/or printed from the Web. Instructions on how to download your certificate of completion are below:

Step 1: If new to RCEP, look out for the email from RCEP.net containing your username and password. If you have not received your activation email or need login information please contact [rcep@acec.org](mailto:rcep@acec.org).

Step 2: Visit [www.rcep.net](http://www.rcep.net). Using your username and password, log into RCEP.net on the right-hand side of the home page, under the My RCEP Login panel.

Step 3: Once logged in, click on PDHs History, on the right-hand side, under the My RCEP panel. Search your PDHs history by clicking on search (adjust the dates as necessary according to date of completion).

Step 4: Your search results will bring up the activities you've recently completed. Look for the Pilot Testing the Sustainable Infrastructure Rating System activity and click on the print icon to the right of the activity to download the certificate.

**If not already subscribed in the system, your PDH record has created a Basic – free – subscription to RCEP.net for you.** RCEP (Registered Continuing Education Program) is a one-stop solution for keeping you up-to-date with continuing education requirements, finding educational offerings from quality providers, and managing your continuing education activities - anytime, anywhere.

**As a Basic Subscriber to RCEP.net, you can:**

- Self-report PDHs earned through education providers that are not registered with RCEP.
- Provide access to your PDH History to any state licensing board that audits you (state licensing boards may search your PDH history using your license number and produce transcripts) to ensure an easy, efficient license renewal.
- Maintain a searchable history of all continuing education activities and PDHs earned.
- Download and store certificates of completion generated in RCEP when PDHs are reported by an RCEP education provider.
- Search the RCEP Master Calendar of education activities to meet your state-by-state continuing education requirements.
- Find state-by-state licensing and continuing education requirements.

Power Subscribers enjoy expanded benefits – which you can learn more about at [www.rcep.net](http://www.rcep.net).

If you have questions about RCEP, please contact LaCreshea Makonnen at 202-682-4338 or [rcep@acec.org](mailto:rcep@acec.org).