



SECTION 05. COURSE RENEWAL

Renewal Course Title _____

*List all alterations to course content that have occurred from previous ETA Course Approval.

() Textbooks/Lab Manuals

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____

() Computer Programs

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

() CD-ROM Programs

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

() Video Presentations

Format(s) _____

Description _____



SECTION 05. COURSE RENEWAL Cont.

() Test Equipment & Supplies

*Include any and all equipment that would pertain specifically and directly to the course for which approval is being requested. Enclose photos showing the Hands-On component of your course.

1) _____ Age _____

Description _____

2) _____ Age _____

Description _____

3) _____ Age _____

Description _____

4) _____ Age _____

Description _____

5) _____ Age _____

Description _____

*Course approvals/renewals are valid for 4 years. If you have any questions please contact Teresa Maher, CSS at (800) 288-3824 or e-mail teresa@eta-i.org.



SECTION 06. CODE OF CONDUCT

1. I will improve my own technical proficiency for the sake of my own firm and my country.
2. I will conduct myself In a professional manner - admitting and accepting errors when proven wrong - and refraining from changing the facts in an attempt to justify my position.
3. I will never encourage, directly or indirectly, any gratuity, commission, tip or other extra financial benefit in connection with any work I perform, over and above the compensation agreed upon by my employer, or over and above the service charges established by my firm.
4. I will avoid any conflict of interest or appearance of conflict of interest.
5. I will assist fellow technicians in understanding the technical, as well as the financial needs of the firm I am a part of, as I know that teamwork is the key to success.
6. I will respect the fact that my customers, clients, and non-technician fellow workers may not easily understand the highly technical and complex nature of my work. Therefore I will have patience and will do my best to allow them maximum understanding of the difficulty and the need for each of my procedures, and within reason, when requested, explain use and/or operation of the products I service.
7. I will display my licenses, certification and other diplomas as marks of professionalism for public recognition.
8. I will undertake only those assignments for which I have been properly trained and qualified, and will request help without hesitation, for those which I am not qualified.
9. I will not misrepresent my firm or my own credentials or qualifications, nor will I downgrade those of my fellow technicians or competitors.
10. I will perform the duties of my job with complete fidelity and honesty.
11. I will safeguard trade secrets, never revealing facts, data, or information obtained in connection with services rendered, without prior consent of the client or my employer, except as authorized by law.
12. I will not improperly offer to, or obtain work, by way of commissions, or otherwise make an offer to pay a client or prospective client in order to obtain work.
13. I will have due regard for the physical environment, for public safety, health and well being. If my decisions are overruled, I will notify my employer, client and/or such other authority as may be appropriate.
14. I realize I must give back some of what others have given to me. Where feasible I will accept cheerfully, to the best of my ability, positions on advisory committees of my school, membership in my professional association, or in other activities, doing my share to raise the level of income, knowledge, proficiency, skills, and public understanding and respect for my profession.
15. When I can no longer abide by these principles, I shall consider seeking a different profession.

I have read and I agree to abide by the above Electronics Technician Code Of Conduct.

Signed this date: _____

Printed Name: _____ Your signature: _____

City: _____ State _____



Thank you for submitting your ETA course approval!