# Renewal program for CST, CSAT, CEC, and/or CTC

# **2 year renewal cycle: January 1, 2024 through December 31, 2025**

*Elevated professional certifications such as the CST®, CSAT, CEC, and CTC demand a deep and robust understanding of the knowledge and specialized skills necessary to perform with a high degree of competence. Renewal requirements for Trainers and Coaches ensure currency of skill and knowledge. Renewal adds validity and credibility to the practice and the certification(s). Renewal encourages community involvement, professional engagement, networking, new skill acquisition, quality assurance, and validation. The intent of Scrum Alliance’s Trainer and Coach Renewal program is to strengthen our programs, our community, and our credentials through a measurable, purposeful, and streamlined process.*

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### TO RENEW (MAINTAIN ACTIVE CST or CSAT CERTIFICATION), COMPLETE ALL OF THE FOLLOWING:

* Train at least 10 course offerings every two years. Training can include any combination of any Scrum Alliance approved certification or microcredential course(s).
* Attend and participate in at least one in-person or virtual Scrum Alliance event every two years (Global or Regional Scrum Gathering, Trainers and Coaches Retreat, or Scrum Alliance Agile Coaching Retreat).
* Earn at least 60 Scrum Educational Units® (SEUs) every two years, as described below (one hour of engagement/effort = one SEU®).
* Provide at least one charitable educational outreach offering (see details below) every two years.

### TO RENEW (MAINTAIN ACTIVE CEC OR CTC CERTIFICATION), COMPLETE ALL OF THE FOLLOWING:

* Coach at least 325 hours every two years.
* Attend and participate in at least one in-person or virtual Scrum Alliance event every two years (Global or Regional Scrum GatheringSM, Trainers and Coaches Retreat, or Scrum Alliance Agile Coaching Retreat).
* Earn at least 60 Scrum Educational Units (SEUs) every two years, as described below (one hour of engagement/effort = one SEU).
* Provide at least one charitable educational outreach offering (see details below) every two years.

***For those who hold both CST or CSAT and CEC and/or CTC certifications, only the requirements of one certification, or a combination of both, are required for renewal.***

## SEU Categories

### SCRUM, AGILE, & PROFESSIONAL KNOWLEDGE (maximum 25 SEUs)

» Author or coauthor a published article or case study, including contributions to the Scrum Alliance Community Badge program or Scrum Alliance Resource Library.

» Author or coauthor an agile or Scrum-related published book, chapter, blog, or other messaging. Please describe.

» Speak or moderate at a Regional or Global Scrum Gathering or other professional conference, User Group, meet-up, symposium, or workshop. Please describe.

» Host or speak on an industry-related podcast, video, online interview series, or webinar. Please describe.

» Participate in a self-directed learning program about Scrum/agile, i.e., book, e-learning, virtual course, or other independent learning. Please describe (maximum of 8 SEUs per book read).

### PROFESSIONAL DEVELOPMENT (maximum 25 SEUs)

» Attend a conference, workshop, or other course on facilitation techniques, instructional design, technology, coaching, education, or other related professional development (maximum of 8 SEUs per event day).

» Collaborate on the design of new/updated course material, instructional format, assessment, educational activity, learning design or other. Please describe.

» Co-instruct with and/or mentor another Scrum Alliance Trainer and/or Trainer candidate. *A CST or CSAT co-training with an aspiring Scrum Alliance trainer candidate is eligible to “double count” co-instruction SEUs.*

» Establish and execute an individual or self-directed learning program involving personal research and study. Please describe.

» After the initial Scrum Alliance event attendance requirement has been met, any subsequent Gathering or Retreat attendance can be counted as SEUs (maximum of 8 per day).

### COMMUNITY ENGAGEMENT/LEADERSHIP (maximum 25 SEUs)

* Serve as a volunteer or in an elected position for an organization pertaining to Scrum or agile (uncompensated).
* Organize or facilitate a Scrum or agile User Group, meetup, seminar, workshop, conference, or other professional development opportunity.
* Participate on a Scrum- or agile-related committee, task force, workgroup, volunteer/advisory team, SME or review team, or Board of Directors.
* Speak, facilitate, or moderate on an agile/Scrum topic at a Scrum Gathering or other conference, User Group, meetup, podcast, video, symposium, or workshop.
* Provide charitable educational outreach (see specifics below). After the initial outreach requirement has been met, any subsequent outreach activity contact hours can be counted as SEUs, one hour = one SEU (maximum of 8 per day).

## Managing Renewal Guidelines

* Trainers and Coaches are encouraged to build SEUs across all categories to broaden their engagement, professional development, learning, and growth (see maximum amounts per category, above). Purposefully, many activities may “fit” in more than one category.
* **The current two-year renewal cycle is January 1, 2024 through December 31, 2025.**
* Only SEUs obtained or events with a start date after December 31, 2023, are eligible to be included in the current renewal cycle.
* SEU tracking can include both preparation and research time (for a presentation, post, article, etc.) as well as time for the event itself. The SEU formula applies to prep time: (one hour of engagement/effort = one SEU).
* There will be a 2 month grace period from December 31, 2025 extended into 2026.
* Those who hold both CST or CSAT and CEC or CTC certifications may double-count their SEUs to fulfill both certifications.
* Any SEUs proposed outside the above descriptions will be considered on a case-by-case basis. Please describe the SEU event in detail.
* Each two-year renewal cycle is prorated for those receiving their CST, CSAT, CEC, or CTC certification mid-cycle. CSTs, CSAT, CECs, and CTCs will be provided with the proration formula(s) at their time of approval.

## Outreach

We believe that educational outreach is vital in order to support Scrum Alliance’s mission. To this end, Scrum Alliance requires Trainers and Coaches to provide at least one charitable outreach event during each two-year cycle. The timeframe of your outreach event must be at least equivalent to the minimum timeframe prescribed for one approved course offering (16 hours). Your outreach could be to university students or vocational, not for profit, educational, or other similar organizations, and can be performed in whatever format is most conducive to the work of the CST, CSAT, CEC, or CTC (such as providing a free course to the unemployed, donating coaching to a professional in need, supporting a BIPOC or relief organization through training/coaching, or providing training, translation, or facilitation to an educational institution to help advance their professional development). If you would like more information on student upload fee waivers as part of the Giveback program, please reference the guidelines [here](https://docs.google.com/forms/d/e/1FAIpQLSdqCiWEz4RTH4vePLO1fWXjIiehB-t1HlIKP68KFiRW4YL6BA/viewform?usp=sf_link).

##### For those who hold both CST or CSAT and CEC/CTC certifications, the outreach component applies to only one Guide certification per two-year cycle.

## Leave of Absence and Reinstatement

* Leave of Absence (medical or family leave) for a CST or CSAT will be granted on a case-by-case basis, after review of the request, submitted in writing to [Scrum Alliance](mailto:providersteam@scrumalliance.org). An initial LOA request will be for two years. A LOA may not exceed five consecutive years.
* If a Trainer becomes inactive without an approved Leave of Absence, reinstatement will incur a reinstatement fee of 20% of the total annual fee.
* Reinstatement from LOA will require prorated payment of the annual fee and prorated completion of the renewal requirements.
* If an individual has not requested reinstatement after a granted leave of absence period has ended, the individual will be placed in expired status. If reinstatement is then requested, the individual must submit 60 SEUs and incur a reinstatement fee of 20% of the total annual fee.
* Reinstatement without LOA will require full payment of the annual fee, including any late and/or reinstatement fees. If reinstatement is requested after one year in inactive/expired status, the individual must reapply for the certification or designation.
* Once reinstated to active status, the normal renewal cycle will continue again.

## Emeritus Designation

Certified Scrum Trainer® - Emeritus (CST®-Em), Certified Scrum Alliance Trainer-Emeritus (CSAT-Em), and Certified Enterprise Coach - Emeritus (CEC-Em) are honorary titles; marks of distinguished service. The Emeritus designation is awarded to trainers and/or coaches who, upon retirement of their certification(s), served Scrum Alliance as a trainer or coach for at least 10 consecutive years in good standing. The Emeritus designee is awarded: (1) the right to use the current version of the word mark and logo to promote their status as a CST-Em, CSAT-Em, and/or CEC-Em; (2) honorary lifetime Scrum Alliance membership; and (3) a profile on the Scrum Alliance site. Emeritus designees are not required to fulfill any requirements nor incur any fees to maintain the designation nor will they be able to access the rights and responsibilities of the CST, CSAT, or CEC certification. *Emeritus designations are not eligible for CST/CSAT and/or CEC reinstatement nor renewal, and will be removed from all mailing lists, including the TCC Google Group.* If you are interested in applying for CST-Em, CSAT-Em, and/or CEC-Em, please complete the [Emeritus application](https://docs.google.com/forms/d/e/1FAIpQLSd7Y0dyimbvig9V7YPnU9GmkfhdTeQ_GyZwlDhvb-lS1-jbsQ/viewform) available on your dashboard.

## Semi-Retirement Program

For trainers who are in current good standing, have reached age 65 (by 1 January of the renewal year), and have served Scrum Alliance as a trainer for at least 10 consecutive years (by 1 January of the renewal year), we have developed a Semi-Retirement program. CSTs or CSATs in Semi-Retirement will incur no trainer annual fees and 50% of the Guides renewal SEU requirements. If you are interested in applying for Trainer Semi-Retirement, please complete the [Semi-Retirement application](https://docs.google.com/forms/d/e/1FAIpQLSfA5ZsQCJfNfh-5cB4fe0mW6Wpnvz5N1aXuXwU5qkHZNZDg4w/viewform) available on your dashboard.

*Please note: program requirements are subject to change.* For questions related to the Trainer and Coach Renewal program, contact [us](mailto:providersteam@scrumalliance.org).