

## Continuing Education Tracking Form For ICPI Authorized Instructors

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Continuing Education Program Title (or description of Service to the Industry Activity)	Provider and Location (City, St/Prov)	Date(s)	Type of Credit or Point	# Credits or Points
			<input type="checkbox"/> Installer CE <input type="checkbox"/> Adult Educator <input type="checkbox"/> Service to Industry	
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**See page 2 for requirements and instructions on how to complete this form.**

Installer CE Credits (min 8): \_\_\_\_\_  
 Service to the Industry Points (optional; max 5): \_\_\_\_\_  
 Credits from Adult Educator Topics (min 2): \_\_\_\_\_  
**TOTAL** (min of 10 needed): \_\_\_\_\_

### Continuing Education Tracking Form - Instructions

Use this form to keep track of continuing education credits as you earn them. When you renew your certification, include this form with your renewal form. If your records are audited, you will be asked to provide proof of attendance from the provider, such as a certificate of attendance, so make sure you get some sort of documentation for every event you attend, and keep all of it together in one file.

**Please note, you only need to submit proof of attendance documents if your records are audited.** When submitting your CE credits for renewal, please fill out the form on the first page with the information from the programs you attended. Please submit this form to ICPI along with your renewal form (and any other required documents). ICPI will contact you a few months prior to your expiration date and supply you with the required forms for renewal. *Remember: This information does NOT need to be reported to ICPI until renewal.* Failure to provide proof upon audit could result in suspension or revocation of your instructor authorization or certification.

### Requirements for Continuing Education – for ICPI Authorized Instructors

**TOPICS THAT QUALIFY for ICPI Installer Continuing Education: Topics must be related to hardscape installation, equipment, materials, safety, design, business marketing or administration skills.**

**10 CREDITS NEEDED:** Instructors must show that they have earned at least **10 CE Credits** within their last authorization term, prior to the expiration date. If the instructor is also an ICPI Certified Installer, the same credits earned can apply to both instructor authorization and to Concrete Paver Installer Certification.

- ◆ At least **2 of the 10 CE credits** needed by Authorized Instructors must be from attending an adult educator topic of the instructor's choosing (example: improving presentation skills, etc.) or by earning one credit per course taught.
- ◆ The remaining **8 CE Credits** must meet the guidelines for **Topics that Qualify for ICPI Installer Continuing Education** (see definition above).
- ◆ Up to **5 of the remaining 8** credits needed may come from approved **Service to the Industry Activity**
  - ◇ 2.5 credits awarded for actively participating on an ICPI task group or ICPI committee/subcommittee related to contractor education (count these credits **ONCE** per 2-year term, not per meeting)
  - ◇ 1 credit awarded for presenting a program or session that would qualify as ICPI contractor continuing education
- ◆ Note: teaching a program is **NOT** continuing education. This activity would count as "Service to the Industry."

**CALCULATING CREDIT:** The number of credits a program qualifies for is based upon the length of instructional time, not including introductions or coffee/lunch breaks. [one hour = 1 CE credit, 1.5 hours = 1.5 CE credits, two hours = 2 CE credits, etc.; quarter-hours are rounded down]

#### **OTHER GUIDELINES:**

- Programs must be a minimum of one-hour in length.
- Programs that are mainly promotional in nature will not be accepted.
- Time spent at tradeshow exhibits does not qualify as continuing education.