



# Continuing Education Unit (CEU) Submission Form

**Applicant Name:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Company City & State:** \_\_\_\_\_

To continue certification without interruption, applicants must meet all renewal requirements as noted in the chart below within 90 days of their certification expiration date.

		<b>CECT</b>	<b>CECS</b>	<b>CESI</b>
<b>Renewal Fee</b>	<b>Member</b>	\$ 50	\$ 100	\$ 75
	<b>Non-Member</b>	\$ 75	\$ 150	\$ 175
<b>Continuing Education Hours/CEUs Required Each Renewal Cycle</b>	<b>Member</b>	20 Hours = 2 CEUs	20 Hours = 2 CEUs	40 Hours = 4 CEUs
	<b>Non-Member</b>	20 Hours = 2 CEUs	20 Hours = 2 CEUs	40 Hours = 4 CEUs
<b>Renewal Cycle Length</b>		2 Years	1 Year	2 Years

## Steps to Submit Continuing Education Units for Certification Renewal:

1. List all eligible continuing education units accrued within the appropriate time frame as stated in the table above  
*(For Information regarding eligible continuing education activities please see CEU eligibility chart on the reverse side of this form)*
2. Attach supporting documentation for all non-IKECA sponsored activities (i.e. attendance certificates, copy of published articles, etc.)
3. Enclose this form and all documentation with your renewal invoice and payment and submit to IKECA Headquarters.
4. All information must be filled out completely and include supporting documentation.

*Please list the event, date, city and state where CEUs were earned. Appropriate documentation for all non-IKECA sponsored events must be attached or your renewal will NOT be processed. Note that 1 hour of continuing education equals 0.1 CEU.*

<b>EVENT / ONLINE COURSE</b>	<b>DATE</b>	<b>CITY/STATE</b>	<b>Hours/CEU</b>
<b>TOTAL HOURS</b>			

If you have not completed all eligible continuing education hours to meet your certification renewal requirement, you will need to make arrangements to re-take your certification exam in order to remain certified. Contact IKECA Headquarters for further assistance at [information@ikeca.org](mailto:information@ikeca.org).

Re-take CECT certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	<b>\$150 Members</b> <b>\$295 Non-members</b>
Re-take CECS certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	<b>\$350 Members</b> <b>\$700 Non-embers</b>
Re-take CESI certification exam in lieu of continuing education credits (passing score of 75% must be achieved)	<b>\$425 Members</b> <b>\$850 Non-members</b>

# Continuing Education Requirements for IKECA Certification Renewal

## Industry Standards Affecting CEUs

IKECA's certification program is in line with nationally accepted standards for continuing professional education. The [International Association for Continuing Education and Training \(IACET\)](http://www.iacety.org) currently accepts 60 minutes of education content as 1/10 of a CEU (10 hours = 1 CEU). To this end IKECA has adopted the following modifications to the Continuing Education Unit requirements for certification renewal:

One Continuing Education Unit (CEU) = 10 hours of educational content

- CECT = 20 hours (2 CEUs) every 2 years
- CECS = 20 hours (2 CEUs) every year
- CESI = 40 hours (4 CEUs) every 2 years

Supporting documentation must accompany your Continuing Education Unit Submission Form.

*Payment of the renewal fee alone is not sufficient to renew your certification.*

Eligible Continuing Education Activities	CE Unit(s)
<b>Online and In-Person Educational Courses</b>	
Online Courses (Courses include safety, business, compliance and more.) <i>Visit <a href="http://www.ikeca.org/certification/continuing-education">www.ikeca.org/certification/continuing-education</a> for approved courses</i>	Varies
<b>**New**</b> College courses – general and business management courses by accredited university.  <b>**Note – only 25% of CEUs per renewal cycle may come from college courses.**</b>	0.1 CEU/HR
<b>Industry Conference Participation</b>	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar <b>**Attendance is tracked – CEUs will be awarded on actual attendance.**</b>	Up to 2.0 CEUs
<b>**Updated**</b> Attendance at an industry-related conference, meeting or seminar.  Acceptable organization conferences include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM. <i>For all others, please contact IKECA to confirm eligibility.</i>	1.0 CEU (total)
<b>Thought Leadership</b>	
<b>**Updated**</b> Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization.	0.5 CEU
Submission of a technical article for The IKECA Journal	0.3 CEU
Develop online assessment/educational content with affiliate industry organizations	0.5 CEU
Technical Code Committee Work	1.0 CEU/Day
Sitting as an active member of NFPA, ASHRAE, ANSI Consensus Body qualify.	
<b>**New**</b> Presenting to local AHJs within your jurisdiction  Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation.	0.5 CEU
<b>**Updated**</b> Attendance at in-house training seminar, or one at another facility – must be taught by 3 <sup>rd</sup> party instructor or certified to train the subject matter.  Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc. <i>Before pursuing a course, contact IKECA to ensure the course qualifies.</i>	0.1 CEU/HR
Active Participation in an IKECA Committee	0.1CEU/HR