

# Continuing Education Tracking Form

## Concrete Paver Installer Certification

_____ First and Last Name	_____ Company
_____ Email Address	_____ Certification Expiration Date (if known)

Continuing Education Program Title	Provider and Location	Date (mm/dd/yy)	Length of Program	# CE Credits (see page 2 for how to calculate)
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	
	Provider: City, St/Prov:	___/___/___	___ hrs, ___ min	

**TOTAL CE Credits**



**8 CE Credits** are required within every certification term. Use this form to keep track of continuing education credits as you earn them. Keep this with your other certification documents, and upon certification renewal, send it to ICPI with other required renewal forms and payment. Renewal notices are sent a few months prior to your expiration date.

Do not send copies of your attendance certificates to ICPI unless requested. If your certification record is 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 program you attend. If audited, failure to provide proof of attendance could result in suspension or revocation of your certification.

## GUIDELINES for CONTINUING EDUCATION For ICPI Certified Installers



### TOPICS THAT QUALIFY:

**Topics must be related to hardscape installation, equipment, materials, safety, design, business, and marketing or administration skills.**

### OTHER GUIDELINES:

- Programs must be a minimum of 60 minutes to qualify.
- Programs that are mainly promotional in nature will not be accepted.
- Time spent at tradeshow exhibits does not qualify as continuing education.

**CREDITS NEEDED:** ICPI Certified Installers must show that they have earned at least **8 CE Credits** within their last certification term, prior to their certification expiration date. Note: Up to 5 of the 8 credits needed during each term could come from Service to the Industry Points.

*Service to the Industry Points (1 point = 1 CE Credit):*

- 2.5 points awarded for actively participating on an ICPI Task Group or on an ICPI Committee/Subcommittee
- 1 point awarded for presenting a program or session that would qualify as ICPI Installer Continuing Education

**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.

- 1 hour = 1 CE Credit
- 1.5 hours = 1.5 CE Credits
- 2 hours = 2 CE Credits, etc.
- Quarter-hours are rounded down (1.75 hours = 1.5 CE Credits)

**PRE-APPROVED CE:** See [www.icpi.org/CE](http://www.icpi.org/CE) for list of pre-approved programs. If you attend a program that is not pre-approved by ICPI, make sure it qualifies before listing it on this form. See above definition.

*Continuing Education Possibilities:*

- ICPI Commercial Paver Technician Course (13 CE credits)
- ICPI Advanced Residential Paver Technician Course (13 CE credits)
- ICPI PICP Specialist Course (7 CE credits)
- ICPI webinars (1 or more CE credits)
- NCMA's SRW installer courses (6 CE credits)
- Workshops and seminars from paver manufacturers, distributors and industry suppliers (# CE Credits varies)