



## Course Approval Guidelines

The Interlocking Concrete Pavement Institute (ICPI) offers approval to continuing education providers for programs that meet ICPI guidelines for certified concrete paver installer continuing education. ICPI Certified Installers use these programs to satisfy continuing education requirements.

Continuing education is an important tool for continued quality workmanship provided by certified concrete paver installers. [\[1\]](#) These guidelines are established to aid continuing education providers in planning events and to ensure that continuing education offerings meet the learning needs of certified concrete paver installers.

### **1. Define and explain types of continuing education for certified concrete paver installers.**

Learning events involve interaction with an instructor to accomplish specific learning objectives. Courses, workshops, staff development and training are examples of learning events. A continuing education unit is equal to one hour of direct instruction or learning, excluding travel time, breaks, luncheons, etc.

- An approved skills-based course is defined as one which improves the skill related knowledge of an installer either through classroom; ICPI-approved self-study or hands-on experience. The course must be directly related to the day-to-day job of the paver installer; hardscape related and not entry level.
- An approved business course is defined as one which improves the business intelligence of the owner or representative either through classroom-based instruction, ICPI-approved self study, or hands-on experience. The course builds on the skills required to own and/or operate a successful business.

### **2. Maintain and develop the quality of workmanship provided by certified concrete paver installers.**

When planning a continuing education event the provider should consider the following:

- *Program Development*-The provider should involve concrete paver installers in the development of the program to help identify learning needs and content of the program and to establish appropriate evaluation processes.

- *Content*-Continuing education events for certified concrete paver installers should relate to the concrete paver industry. Learning objectives and content designed to meet those objectives should be specified for each event as a guide for participation.
- *Instruction*-The continuing education event provider should verify that the instructor, speaker or educational leader is qualified. Specific qualifications may include competence in the subject matter and the ability to convey the educational content to the participants' understanding of the learning objectives.
- *Evaluation*-Evaluating each event is important to maintain and improve the quality and effectiveness of future events. Measures of evaluation should be established during the planning phase and linked directly to the event's learning objectives. Participants' event evaluation with respect to content, format, technique, instruction and facilities should be considered when evaluating each program. Both the instructor and provider should review the evaluations and revise future events accordingly.

### **3. Guidelines for planning the continuing education event.**

The guidelines below are to help providers plan and organize a successful continuing education event.

- Obtain ICPI approval for the continuing education event.
- Designate a contact person for each event. This will ensure a smooth flow of information and communication between providers, instructors and participants.
- Provide ample space, facilities and support services to accommodate your participants.
- Secure services of a qualified instructor or speaker for your event.
- Create a system for maintaining records on each event including payment information, registration and completed evaluation forms.

[\[1\]](#) ICPI only certifies a transfer of knowledge to assist concrete paver installers. ICPI does not claim liability of workmanship.