



INSTRUCTIONS AND APPLICATION FOR OBTAINING ICPI CONTINUING EDUCATION COURSE APPROVAL

1. Continuing Education Units (CEUs)

ICPI will determine the number of CEUs awarded based on the objectives, content and program schedule of the continuing education event. One hour of instruction equals one CEU and each event must be a minimum of one hour in length. Time devoted to announcements, welcoming speeches, scheduled coffee breaks, lunch and other social events is not included in the number of hours considered.

2. Program attendance and evaluation

The provider of the event should document each participant's attendance. A sign-in/sign-out sheet or an Excel spreadsheet listing each participant's name and contact information is sufficient documentation of attendance. Each participant should complete an event evaluation based on the evaluation guidelines.

Sponsors should return sign-in/sign-out or Excel spreadsheet and a summary of evaluations to within ICPI 30 business days of each program completion.

3. Record Keeping

The **provider** should maintain program information, attendance, evaluations and payment records for all participants. This documentation should be kept for a minimum of five years.

4. Certificates

Certificates should be issued to participants who have successfully completed the event. The certificate and/or approved course logo may be provided by ICPI upon request. If the provider wishes to create their own certificates, it should include the title, date of event and following statement: "Interlocking Concrete Pavement Institute has approved this program for _____ continuing education units."

5. Advertising

ICPI approved continuing education courses may put the following information on their promotional material: "Interlocking Concrete Pavement Institute has approved this program for _____ continuing education units." ICPI will provide continuing education program information on its website at: (www.icpi.org/contractors/calendar). An "ICPI Approved Course" logo is also available for promotional materials upon request.

6. Submit your application(s) to ICPI

Complete the application for CE Approval and send to:
Interlocking Concrete Pavement Institute
Attn: Continuing Education
13921 Park Center Road, Suite 270
Herndon, VA 20171

If you have questions, please call (703) 657-6900 or e-mail: jconklin@icpi.org.
For additional information on ICPI, please visit www.icpi.org.



**ICPI's CONTINUING EDUCATION COURSE
APPROVAL APPLICATION**

(Please print. Duplicate for each program you would like approved).

Provider #: _____ **Provider Name:** _____

Contact Name: _____

Phone: _____ **Fax:** _____

E-mail: _____

Address: _____

City: _____ **State/Prov:** _____ **Postal Code:** _____

Instructor/Speaker Name: _____

Title: _____

Phone: _____ **Email:** _____

Program Title: _____

Date(s): _____

Time and Length of Program: _____

Location(s): _____

Please provide a brief description of your program: _____

Please list at least three learning objectives for your program (By the end of this course, students should be able to....):

1. _____

2. _____

3. _____

4. _____

5. _____

Submit completed application with promotional materials for program (if available) to:

Interlocking Concrete Pavement Institute
Attn: Continuing Education
13921 Park Center Road, Suite 270
Herndon, VA 20171

Upon completion of program, please submit the following to ICPI:

- **Record of attendance (sign-in/sign-out sheet/spreadsheet)**
- **Evaluation Summary**
- **Copy of Certificate issued to participants (if not provided by ICPI)**

*For questions or comments please contact us at (703) 657-6900 or email:
jconklin@icpi.org.*

Signature: _____ **Date:** _____

Payment Information:

\$60 ICPI members (valid for two years)

\$120 Non-members (valid for two years)

Payment Type:

Check (made payable to ICPI)

Visa Mastercard American Express

Card number: _____ **Exp. Date:** _____

Name on Card: _____

Signature: _____

ICPI office use only:

Credits Awarded: _____

Date Received: _____

Date Approved: _____

Provider ID#: _____

Approved by: _____