



Continuing Education Tracking Form

Concrete Paver Installer Certification

Contact Information: (please list the contact information of the Certified Installer)

Name _____
Company

Phone _____
Email

Certification Expiration Date (if known)

TITLE	PROVIDER	DATE (MM/DD/YYYY)	LENGTH OF PROGRAM
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min
			_____ Hr _____ Min

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 and payment. If you 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.*
 - **TITLE** = the title of the program you attended
 - **PROVIDER** = the name of the organization that hosted or sponsored the event
 - **DATE** = date of the program
 - **LENGTH OF PROGRAM** = Enter the length in hours and minutes, of the instructional time of the program., not including breaks or lunch.
- *Please note, you will only need to submit proof of attendance documents if you are audited.** When submitting your CE credits for certification 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 certification is being renewed.* Failure to provide proof upon audit could result in suspension or revocation of your certification.

Continuing Education Possibilities

- ICPI Commercial Paver Technician Course (13 credits)
- ICPI PICP Specialist Course (11 credits)
- NCMA's SRW installer courses
- seminars
- workshops
- webinars
- conference sessions
- online courses

Guidelines for Continuing Education – for ICPI Certified Installers

- Topics must be hardscape-focused and related to installation, equipment, materials, safety, administration, or design.
- Programs must be a minimum of one-hour in length.
- The number of credits 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)
- Programs that are mainly promotional in nature will not be accepted.
- Credits must be earned within the certification term, prior to the expiration date.
- Certified Installers should track the number of continuing education credits they earn, but only report them to ICPI when certification is renewed.
- Program providers must supply some sort of proof of attendance to each program participant. If a Certified Installer's record is audited, he or she will be asked to provide proof of attendance from the provider, such as a certificate of attendance. The certificate should include the program, title, sponsor/provider, date and length of program.
- Up to 3 of the 8 credits needed during each 2-year certification term could come from Service to the Industry credit.
 - 2.5 credits awarded for actively participating on an ICPI task group or ICPI committee/subcommittee related to contractor education
 - 1 credit awarded for presenting a program or session that would qualify as ICPI contractor continuing education