

# CONTINUING EDUCATION APPLICATION

## ICPI Installer Continuing Education Program Approval for Providers

Submit a separate application for each presentation/program/topic.  
Review INSTRUCTIONS on page 4.

### Section 1 – Provider/Sponsoring Organization

<b>Organization Name</b>			
<b>Contact Name</b>			
<b>Phone</b>		<b>E-mail</b>	
<b>Address</b>			
<b>City</b>			
<b>State/Province</b>		<b>Postal Code</b>	

### Section 2 – Program Information

<b>Title of Program</b> (this must match what is on the attendance certificate)	
<b>Length of Program</b> (in hours and minutes – minimum length is 1 hour)	
<b>Program Start and End Time</b> (if known; if not, provide an example start and end time)	
<b>Type of Program</b> (classroom, hands-on, etc.)	
<b>Description</b> - Please provide a brief description of the program.	

**Learning Objectives** - Please list at least three (3) learning objectives for the program (use active verbs to begin your objectives such as - list, describe, identify, analyze, design, develop, etc.). See instructions page 3.

***By the end of this program, the participant should be able to...***

- 1.
- 2.
- 3.
- 4.

**Attendance & Event Info** - Please mark one of the following.

- This is a single presentation that is not part of a larger event.
- Participants attend ALL presentations at the event.
- Participants may choose which presentations to attend at the event.

**Event Schedule/Agenda** - If this presentation is part of an event where other activities are taking place, please provide a schedule of the event. A promotional flyer may be submitted, or you may copy and paste the schedule below.

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**Date and Location** - If the program will be delivered in multiple locations/dates, you may list them all so that ICPI can help you promote them on the website. List others on a separate document.

<b>Date (A)</b>	
<b>Location (A)</b>	
<b>Date (B)</b>	
<b>Location (B)</b>	
<b>Date (C)</b>	
<b>Location (C)</b>	

**Section 3 – Instructor/Presenter Information**

Attach separate documents if more than one instructor.

<b>Name</b>			
<b>Title</b>			
<b>Phone</b>		<b>Email</b>	

<b>Instructor/Presenter Qualifications</b>	<input type="checkbox"/> This instructor/presenter has at least 3 years of experience as related to the program topic.
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**Brief bio (description of this instructor's qualifications)**

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**Section 4 – ICPI Website Listing**

**If approved, please list this event on the ICPI website Continuing Education Calendar.**

**Yes**      **No** (if event is invitation-only or not open to the public)

**If yes, please list a webpage address where potential attendees can learn more:**

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**Section 5 – Provider Understanding**

**I have read and agree to uphold the ICPI Guidelines and Instructions for Installer Continuing Education. Furthermore, I agree that the information provided on this application is complete and accurate, and understand that submission of this application and fee does not guarantee approval of continuing education Hour.**

**Signature**

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**Date**

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**Section 6 – Application Fee**

Each program/presentation submitted for approval requires a separate, non-refundable fee. Valid for two years if approved.

**\$80 (approval valid for two years)**

**Check (made payable to ICPI)**     **Visa**     **MasterCard**     **American Express**

**Card number**

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**Exp. Date**

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**Name on Card**

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**Signature**

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**Billing Address (if different from above):**

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**ICPI Office Use ONLY:**

Date Received		Approval Expiration Date		<input type="checkbox"/> Approved database <input type="checkbox"/> Website List <input type="checkbox"/> CE Calendar <input type="checkbox"/> Approval email _____ <input type="checkbox"/> Fee <input type="checkbox"/> Receipt
CE Hours Awarded		Program #		

# INSTRUCTIONS

## For completing the ICPI Installer Continuing Education Approval Application

### **Section 1 – Provider/Sponsoring Organization**

Provide information about the organization that is sponsoring or providing the continuing education event. Only courses submitted by ICPI members, government agencies, municipalities, non-profit, associations or educational institutions can be reviewed and approved.

### **Section 2 – Program Information**

Provide information about the program.

- **Length of program**: The number of continuing education Hours approved is determined by the length of the program. Be as specific as possible; hours and minutes are needed (minimum of 1 hour). Time devoted to announcements, welcoming speeches, coffee breaks, lunch and other social events must not be included in the calculation.
- **Program Start and End Time**: List the start and end time of the presentation.
- **Type of Program**: How will this program be delivered? List a brief description such as live presentation, webinar, recorded presentation with question and answer period, etc.
- **Learning Objectives**: Learning objectives must be measurable. Explain exactly what you want the learner/participant to be able to do by the end of the presentation/program. To write learning objectives, use active verbs like describe, identify, list, design, develop, etc. Do not use verbs like know, understand, or realize. Submitting learning objectives that are not measurable will result in a delay in processing this application.  
Examples:
  1. By the end of the program, the participant will be able to identify two advantages to using a PICP system over a pervious concrete system.
  2. By the end of the program, the participant will be able to specify how often and by what method a PICP surface should be cleaned and maintained.
- **Attendance & Event Info**: Tell us what type of event it is. This information is needed for review.
- **Event Schedule/Agenda**: We need to see an overview of the event schedule, including the start and end times of each presentation.

### **Section 3 – Instructor/Presenter Information**

Who will be presenting, and what are his/her qualifications? If there will be more than one instructor/presenter for this program, attach information for each presenter to this application.

### **Section 4 – ICPI Website Listing**

If approved, the program title will be listed for two years on the ICPI website as an approved installer continuing education program. The event(s) listed on the application will also be included on the website's calendar of events unless the event is noted as closed to the public. Preferably, provide a URL that will direct users to more information about the program and/or registration.

### **Section 5 – Provider Understanding**

The provider must agree to follow all guidelines and instructions for participating in the ICPI Installer Continuing Education program, and understands that submission of an application does not guarantee approval of a program. Please contact ICPI prior to submitting an application if you are unsure of its applicability to continuing education for certified installers.

### **Section 6 – Application Fee**

Each separate program/presentation requires a non-refundable application fee. An organization will be charged a maximum of \$80 per course, with a cap of \$500 per submission (which can include multiple courses), submitted one lot at a time. **There is no pricing cap for an organization per fiscal year.** Approval of a program is valid for two years from the approval date. Submission of application does not guarantee approval.

### **Notes**

- Please allow 30 days for approval of application.
- Submit completed application(s) to [icpi@icpi.org](mailto:icpi@icpi.org).
- A confirmation email will be sent to you within 30 days of submitting the application. The confirmation will include: number of continuing education Hours awarded, program approval expiration date, "ICPI Installer Continuing Education" logo for provider's use in promoting the program, templates for attendance, program evaluation, and certificate of attendance.

**Questions?** Please call (703) 657-6900 or e-mail [icpi@icpi.org](mailto:icpi@icpi.org)