

GUIDELINES for CONTINUING EDUCATION

For ICPI Certified Installers



TOPICS THAT QUALIFY

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

OTHER GUIDELINES:

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

HOURS NEEDED:

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

Service to the Industry Points

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

CALCULATING HOUR:

The number of hours a program qualifies for is based upon the **length of instructional time**, **not** including introductions or coffee/lunch breaks.

- 1 hour = 1 CE Hour
- 1.5 hour = 1.5 CE Hours
- 2 hour = 2 CE Hours
- Quarter-hours are rounded down (1.75 hour = 1.5 CE Hour)

PRE-APPROVED CE:

See <http://www.icpi.org/PreApprovedCE> for a 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 Inter Courses - <https://www.icpi.org/education-certification/certification/designations-0>
- ICPI Hardscape Institute (webinars, courses, demos, on-demand learning) - <https://www.icpi.org/educate>
- Workshops and seminars from paver manufacturers, distributors, and industry suppliers (# of CE Hours varies)

ICPI – 14801 Murdock St, Suite 230, Chantilly, VA 20151 – (703) 657-6900

Please continue to next page. →

Continuing Education Tracking Form

Concrete Paver Installer Certification

| | |
|------------------------------|------------------|
| _____ First and Last Name | _____ Company |
| _____ Email Address | _____ Phone |

| Continuing Education Program Title | Provider | Location (City, State/Prov.) | Date (mm/dd/yy) | Length of Program | # CE Hours (See Page 2 for calculation) |
|------------------------------------|----------|---------------------------------|--------------------|------------------------|--|
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| | | | _/_/___ | ___hours ___minutes | |
| Total CE Hours: | | | | | |

8 CE Hours are required within every certification renewal term. Use this form to keep track of continuing education hours 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.