

ICPI Guidelines for Installer Continuing Education Providers

The Interlocking Concrete Pavement Institute (ICPI) offers approval for continuing education programs, submitted by ICPI members, government agencies, municipalities, non-profit, associations or educational institutions, that meet ICPI guidelines for Certified Installer continuing education. ICPI Certified Installers attend these programs to satisfy continuing education requirements for certification renewal.



Continuing education is an important tool for continued quality workmanship provided by certified concrete paver installers.* These guidelines and instructions are established to aid continuing education providers in planning events and to ensure that continuing education programs meet the learning needs of certified concrete paver installers.

CONTENT

- To qualify as continuing education for certified installers, program topics must be related to hardscape installation, equipment, materials, safety, design or can be related to improving your business, marketing, and administration skills.**

TYPE OF PROGRAM

- Types of applicable programs or learning events include, but are not limited to, courses, workshops, hands-on training, presentations, demonstrations, and webinars.

PROGRAM LENGTH

- To qualify for continuing education hours, a program must be a minimum of one-hour in length.
- Time devoted to product showcases, announcements, welcoming speeches, coffee breaks, lunch and other social events must not be included in the calculation reported on the application for approval.
- ICPI will determine the number of CE Hours awarded based on the objectives, content, and length of the continuing education event. Credit is awarded for half-hour increments over one hour: 1 hour = 1 CE Hour; 1 hour and 15 minutes = 1 CE Hour; 1 hour and 30 minutes = 1.5 CE Hours; two hours and 45 minutes = 2.5 CE Hours; and so on.

INSTRUCTOR/PRESENTER

- The instructor/presenter should have at least three years of hardscape-related experience as related to the topic of your program.

APPLICATION FOR APPROVAL

- Please plan ahead, and allow 30 days for program approval. Do not promote the program as “approved by ICPI” for continuing education until approval is confirmed by ICPI.

ADVERTISING/PROGRAM PROMOTION

- ICPI approved continuing education programs may include the following information on their promotional material: “Interlocking Concrete Pavement Institute has approved this program for _____ continuing education credits for Certified Installers.” Also, an “ICPI

*ICPI only certifies a transfer of knowledge to assist concrete paver installers. ICPI does not claim liability of workmanship.

Continuing Education” logo may be used by providers to promote a program that has been approved by ICPI.

- ❑ ICPI will list approved continuing education programs on its website, and can also include them on the Calendar of Events if the event is open to the public.

EVALUATION

- ❑ Providers must give participants an opportunity to complete a program evaluation, offering a chance to provide feedback on the presenter(s) and the program content. A sample evaluation will be provided by ICPI.
- ❑ It is requested that providers send a summary report of the program evaluations to ICPI within 30 days after the event.

ATTENDANCE

- ❑ A provider must track attendance with a sign-in sheet, and provide ICPI with an electronic copy (Excel) of the attendance to include participants’ first and last names within 30 days following the event.
- ❑ A provider must create and give each attendee some sort of proof of attendance such as a certificate of attendance. A template will be provided by ICPI. The documentation provided to each participant must include the following:
 - participant’s name
 - program title
 - date of the event
 - the following statement: “Interlocking Concrete Pavement Institute has approved this program for _____ continuing education credits.”
- ❑ A provider must email a sample of the certificate of attendance to ICPI within 30 days after the event.

RECORDS

- ❑ Providers must keep a record of attendance, plus program and instructor information for a minimum of 5 years.

Please note that ICPI does NOT track attendance for ICPI Certified Installers. They are required to list the programs they attend on a form titled “Continuing Education Tracking Form” which can be downloaded from the ICPI website. They keep this form in their files and then provide it to ICPI when they renew their certification. They should also keep the certificate you give them as proof of attendance. If their certification record is audited, ICPI would then ask for proof of attendance. In the case of a pre-approved program, ICPI can reference the attendance sign-in sheet from the provider.

PLANNING

- ❑ 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. See above for topics that qualify for continuing education for certified installers.
- *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' evaluations 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.
- *Designated Contact* - Designate a contact person for each event. This will ensure a smooth flow of information and communication between the provider, the instructor(s), ICPI staff, and the participants.
- *Facility* - Provide ample space, facilities and support services to accommodate your participants.

As a reminder...

DUE TO ICPI WITHIN 30 DAYS FOLLOWING THE EVENT:

- Attendance: Provide ICPI with an electronic copy (Excel, preferably) of the attendance that includes participants' first and last names.
- Proof of attendance: Please send a sample of the certificate of attendance/completion that you provided (Word or Adobe pdf format, please).
- Summary report of the program evaluations: Create a report that summarizes all of the evaluations; please do not send all of the original evaluations to ICPI (Word, Excel, or Adobe pdf format, please).