

# Renewal Form - ICPI Concrete Paver Installer Certification



ID (ICPI use only): \_\_\_\_\_

Name: \_\_\_\_\_

First Name

Last Name

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (for certificate) Street Suite No./Apt.

City State/Province Zip/Postal Code

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**An email address is required.** Please update your contact information above.

Please return all paperwork included in this packet to renew your certification through December 31, 2020. Incomplete or late renewal paperwork will delay processing time.

## 1. Certification Renewal Fee\*:

Categories	On or After 01/01/2019	1 Year Late	2 Years Late	3 Years Late	4 Years Late
ICPI Voting Member company employees	\$50.00	\$75.00	\$100.00	\$125.00	\$150.00
ICPI Member (Other than Voting) company employees	\$100.00	\$125.00	\$150.00	\$175.00	\$200.00
Nonmember company employees	\$150.00	\$175.00	\$200.00	\$225.00	\$250.00

\*ICPI will check the database to confirm the correct membership level and the appropriate amount will be charged.

## Payment Method:

Visa  MasterCard  American Express  US \$ Check (payable to ICPI in US Funds)

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Credit Card Number

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Exp. Date

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Billing Address for Credit Card (if different from above)

## 2. Continuing Education Tracking Form - 8 CE Hours required for renewal

List continuing education programs you have attended during your current certification term.

- For more information visit <http://www.icpi.org/CEGuidelines>

## Sign Disclaimer and Understanding

The Interlocking Concrete Pavement Institute ("ICPI") Concrete Paver Installer Programs are intended to communicate industry guidelines to paver installers on estimating, planning and executing residential and commercial projects and to educate individuals in applicable construction and general business practices. ICPI recognizes **only** that a Record of Completion awarded to a participant conveys that the participant has completed the required course of instruction and earned a passing grade on the examination administered by ICPI at the conclusion of the course. For a participant obtaining ICPI Concrete Paver Installer certification or designation status, ICPI recognizes **only** that the certificate holder has earned a Record of Completion and has also met the minimum amount of installation experience required by ICPI. ICPI exercises no control or direction over certified concrete paver installers and does not in any manner endorse, guarantee, or certify the performance or quality of services rendered or products used. **ICPI further disclaims any and all liability for injuries or damages to persons or property or for monetary damages arising out of or resulting from the failure of performance of services rendered or products used by an installer holding an ICPI certification or designation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Send complete paperwork to ICPI

Email: [certification@icpi.org](mailto:certification@icpi.org)

Fax: (703) 657-6901

Mail: Attn: ICPI Certification Renewal, 14801 Murdock Street, Suite 230, Chantilly, VA 20151

## Notes:

- The renewal fee stated above is based on your company's ICPI membership status at the time this form was created. The non-member rate will apply if membership is not current upon ICPI's receipt of your renewal paperwork. **All prices in US Dollars.**
- A renewal will be processed once all paperwork is received. A new certification document will be mailed to you within 4 to 6 weeks, and your certification status will continue to be listed on the ICPI website.

Please continue to next page. →

## 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 Specialist 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	
<b>Total CE Hours:</b>					

**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.