



# Continuing Education Unit (CEU) Submission Form

**Applicant Name:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Company City & State:** \_\_\_\_\_

To continue certification without interruption, applicants must meet all renewal requirements as noted in the chart below within 90 days of their certification expiration date.

	CECT	CECS	CESI
CEUs Required <b>FIRST</b> Renewal Cycle	10 Hours = 1 CEUs	15 Hours = 1.5 CEUs	30 Hours = 3 CEUs
CEUs Required Subsequent Renewal Cycles	10 Hours = 1 CEUs	20 Hours = 2 CEUs	40 Hours = 4 CEUs
Renewal Cycle Length	2 Years	1 Year	2 Years

## Steps to Submit Continuing Education Units for Certification Renewal:

- List all eligible continuing education units accrued within the appropriate time frame as stated in the table above  
*(For Information regarding eligible continuing education activities please see CEU eligibility chart on the reverse side of this form)*
- Attach supporting documentation for all non-IKECA sponsored activities (i.e. attendance certificates, copy of published articles, etc.)
- Enclose this form, all supporting documents, and the completed renewal fee payment form and submit to IKECA Headquarters.
- All information must be filled out completely.

*Please list the event, date, city and state where CEUs were earned. Appropriate documentation for all non-IKECA sponsored events must be attached or your renewal will NOT be processed. Note that 1 hour of continuing education equals 0.1 CEU.*

EVENT / ONLINE COURSE	DATE	CITY/STATE	Hours/CEU
<b>TOTAL HOURS</b>			

If you have not completed all eligible continuing education hours to meet your certification renewal requirement, you will need to make arrangements to re-take your certification. You will incur the full exam fee if you utilize this option\*. Contact IKECA Headquarters for further assistance at [info@ikeca.org](mailto:info@ikeca.org).

Re-take CECT certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	\$150 Members + \$25.00 shipping \$295 Non-members + \$25.00 shipping
Re-take CECS certification exam in lieu of continuing education credits (passing score of 70% must be achieved)	\$350 Members + \$25.00 shipping \$700 Non-members + \$25.00 shipping
Re-take CESI certification exam in lieu of continuing education credits (passing score of 75% must be achieved)	\$425 Members + \$25.00 shipping \$850 Non-members + \$25.00 shipping

\*International Exam Requests will incur additional shipping charges.



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## Industry Standards Affecting CEUs

IKECA's certification program is in line with nationally accepted standards for continuing professional education. The [International Association for Continuing Education and Training \(IACET\)](#) currently accepts 60 minutes of education content as 1/10 of a CEU (10 hours = 1 CEU). To this end IKECA has adopted the following modifications to the Continuing Education Unit requirements for certification renewal:

One Continuing Education Unit (CEU) = 10 hours of educational content

- CECT = 10 hours (1 CEU) every 2 years
- CECS = 20 hours (2 CEUs) every year
- CESI = 40 hours (4 CEUs) every 2 years

Supporting documentation must accompany your Continuing Education Unit Submission Form.

*Payment of the renewal fee alone is not sufficient to renew your certification.*

Eligible Continuing Education Activities	CE Unit(s)
<b>Online and In-Person Educational Courses</b>	
Online Courses (Courses include safety, business, compliance and more.) Visit <a href="http://www.ikeca.org/certification/continuing-education">www.ikeca.org/certification/continuing-education</a> for approved courses	Varies
<b>**New**</b> College courses – general and business management courses by accredited university.  <b>**Note – only 25% of CEUs per renewal cycle may come from college courses.**</b>	0.1 CEU/HR
<b>Industry Conference Participation</b>	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar <b>**Attendance is tracked – CEUs will be awarded based on actual attendance.**</b>	Up to 2.0 CEUs
<b>**Updated**</b> Attendance at an industry-related conference, meeting or seminar.  Acceptable organization conferences include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM. <i>For all others, please contact IKECA to confirm eligibility.</i>	1.0 CEU (total)
<b>Thought Leadership</b>	
<b>**Updated**</b> Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization.	0.5 CEU
Submission of a technical article for The IKECA Journal	0.3 CEU
Develop online assessment/educational content with affiliate industry organizations	0.5 CEU
Technical Code Committee Work	1.0 CEU/Day
Sitting as an active member of NFPA, ASHRAE, ANSI Consensus Body qualify.	
<b>**New**</b> Presenting to local AHJs within your jurisdiction  Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation.	0.5 CEU
<b>**Updated**</b> Attendance at in-house training seminar, or one at another facility – must be taught by 3 <sup>rd</sup> party instructor or certified to train the subject matter.  Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc. <i>Before pursuing a course, contact IKECA to ensure the course qualifies.</i>	0.1 CEU/HR
Active Participation in an IKECA Committee	0.1CEU/HR