



IKECA CERTIFICATION RENEWAL FEE PAYMENT FORM

Please provide current contact information:

Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I, the undersigned, am the Certificate Holder for the referenced certification and hereby request renewal of my certification. I understand that by renewing this certification I am agreeing to continue to comply with the IKECA Code of Professional Conduct and Bylaws until such time as my certification is resigned or terminated. For a copy of the Code of Professional Conduct or Bylaws, visit <https://ikeca.org/certification/> or contact IKECA Headquarters.

Certificate Holder Name:	Signature:	Date:
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Select Certification Type and Provide Certification #	Renewal Fees			
	First Time Renewals		Standard Renewals	
	Member	Non Member	Member	Non Member
<input type="checkbox"/> IKECA CECT Certification Renewal CECT #	\$50.00	\$75.00	\$50.00	\$75.00
<input type="checkbox"/> IKECA CECS Certification Renewal CECS #	\$150.00	\$225.00	\$100.00	\$150.00
<input type="checkbox"/> IKECA CESI Certification Renewal CESI #	\$75.00	\$175.00	\$75.00	\$175.00
<input type="checkbox"/> IKECA PECT Designation Renewal PECT #	\$45.00	N/A	\$45.00	N/A
TOTAL AMOUNT DUE	\$			

PAYMENT INFORMATION Please print the total in the space provided. Credit cards will be charged the appropriate fee upon receipt.

Check Enclosed made payable to IKECA in US or Canadian Currency only
(mail with completed form to IKECA at the address below)

Credit Card in US Dollars only Visa MasterCard American Express

Card Number:	Security/CCV Number:	Exp. Date
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Name of Card Holder:	Signature:
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Payment of the renewal fee alone does not meet the requirements for certification renewal. This form must be accompanied by a completed CEU Submission Form documenting the amount of CEU(s) required according to your certification program. These requirements are available for review on the enclosed form and also on our website at <https://ikeca.org/certification/renewing-certification/>.



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 FIRST 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
TOTAL HOURS			

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.

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-embers + \$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.



Continuing Education Unit (CEU) Submission Form

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)
Online and In-Person Educational Courses	
Online Courses (Courses include safety, business, compliance and more.) Visit www.ikeca.org/certification/continuing-education for approved courses	Varies
New College courses – general and business management courses by accredited university. **Note – only 25% of CEUs per renewal cycle may come from college courses.**	0.1 CEU/HR
Industry Conference Participation	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar **Attendance is tracked – CEUs will be awarded based on actual attendance.**	Up to 2.0 CEUs
Updated 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)
Thought Leadership	
Updated 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.	
New 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
Updated Attendance at in-house training seminar, or one at another facility – must be taught by 3 rd 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