



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 Each Renewal Cycle	10 Hours = 1 CEUs	15 Hours = 1.5 CEUs	30 Hours = 3 CEUs
Renewal Cycle Length	2 Years	1 Year	2 Years

Steps to Submit Continuing Education Units for Certification Renewal:

1. 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)
2. Attach supporting documentation for all non-IKECA sponsored activities (i.e. attendance certificates, copy of published articles, etc.)
3. Enclose this form, all supporting documents, and the completed renewal fee payment form and submit to IKECA Headquarters.
4. 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			



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 CEUs) every 2 years
- CECS = 15 hours (1.5 CEUs) every year
- CESI = 30 hours (3 CEUs) every 2 years

Supporting documentation must accompany your CEU Submission Form.

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

Eligible Continuing Education Activities	CE Units
<i>Online and In-Person Educational Courses</i>	
Online Courses: View all recommended online sources of CEUs	Varies
Additional industry-related courses, webinars or first-aid training may qualify – check with IKECA Headquarters	Varies
General and business management courses by accredited universities or other approved providers <i>Note: Only 25% of CEUs per renewal cycle may come from college courses</i>	0.1 CEU/HR
<i>Industry Conference Participation</i>	
Attendance at the IKECA Annual Meeting or Fall Technical Seminar <i>Note: Attendance is tracked – CEUs will be awarded based on registration payment and confirmed attendance records</i>	Up to 2.0 CEUs
Attendance at an industry-related conference, meeting or seminar <i>Acceptable organizations include: NADCA, ASHRAE, NAFA, NFPA, NAFED, RFMA, NASFM, FFMA. For all others, please contact IKECA to confirm eligibility.</i>	Up to 1.0 CEUs
<i>Thought Leadership</i>	
Presenting at the IKECA Annual Meeting or Fall Technical Seminar OR other industry-related organization events	0.5 CEUs
Submission of a technical article for the IKECA Journal	0.3 CEUs
Develop online assessment/educational content with affiliate industry organizations	0.5 CEUs
Technical Code Committee Work <i>(Sitting as an active member of NFPA, ASHRAE, IKECA Technical Standards Development Committee qualify)</i>	1.0 CEU/Day
<i>Representing IKECA at an exhibitor booth at an approved industry conference (MUST be coordinated and arranged by IKECA Staff)</i>	1.0 CEU/Day
Active Participation in an IKECA Committee	0.1 CEU/Meeting
Presenting to local AHJs within your jurisdiction <i>(Must submit official documentation signed by an AHJ on their letterhead indicating date, location and time of presentation)</i>	0.5 CEUs
Attendance at in-house training seminar, or one at another facility – Must be taught by third-party instructor and/or individual certified to train the subject matter (<i>Qualifying topics include but are not limited to: ladder safety, PPE, fall protection, hood/system service, near miss reporting, defensive driving, etc.</i>)	0.1 CEU/HR