Dear

Your event is formally approved for IICRC Continuing Education Credit (CEC) hours. Your approved event will be registered on the IICRC Website as indicated below. The event will award CEC hours to any IICRC registrant in the Cleaning & Restoration, Master, or Inspection Certification categories. IICRC approved events are no longer assigned event numbers.

Event Description: **Approved Credit Hours:**

Ongoing Event: **Online Event:**   **One-Time Event:**

A digital PDF sign-in sheet is attached. Completed forms should be submitted to **CECcourse@iicrcnet.org**. If your course does not require the use of the bulk sign-in form, please provide the approved Certificate of Attendance to all the registrants to ensure they receive their credit hours. Certificates of attendance should be emailed to **CECcourse@iicrcnet.org**, or submit a copy when their renewal invoice is paid. Thank you for your support of the IICRC. We wish your event success!

Please note, the IICRC reserves the right to remove your event from the IICRC website and at any time, for any reason. If any additional information regarding an approved events removal from the website is required, email your formal request to **CECcourse@iicrcnet.org.**

 Sincerely,

Holly Kimber

IICRC Event Approvals
E: CECcourse@iicrcnet.org

IICRC Continuing Education Policy

- One continuing education credit (CEC) awarded for each one (1) hour of training. A maximum of seven (7) hours awarded per day and a maximum of fourteen (14) hours per approved course.
- Industry Trade Show attendance award two (2) credit hours to fourteen (14) credit hours, based upon event application and training details submitted.

Log in to your profile to track your hours

- Credits are now easier to track by the hour instead of by day and allow for recognition of more industry related coursework.
- To submit documentation of completed hours, email to **CECcourse@iicrcnet.org**.

Required Event Updates

Forms provided with your approval packet are to be used for attendees seeking award of IICRC credit hours.

All on-line advertising and event information is required to reflect award of IICRC credit hours.

Sponsors are authorized to use custom certificates of attendance. All customized certificates are required to include the following details:

- Event Description
- Event Date
- Event location
- Credit Hours
- Technicians' Full/Legal Name
- IICRC Registrant Number
- Signature of the Instructor/School Official

IICRC Approved CEC Events are listed and searched for on the IICRC Website www.iicrcCECevents.org. Each approval listing is entered onto the search tool data base using the following criteria:

- **Scheduled Classroom CEC Training** – All approved CEC trainings listed on this search tool, are date and location specific, all require in person attendance. Scheduled training listings will remain on the search results until the course date has passed.
- **Online CEC Training** – These approved online training programs are search-able at by selecting the on-going CEC events tab.
- **CEC Provider Directory Search** – The directory search tool provides contact details for all approved Providers . Please provide the website URL on your application as the location users should arrive to when your listing is selected.
  i.e. your company website course schedule and/or training course details page.
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* Please email **CECevents@iicrcnet.org** or call 702-430-7125 for assistance *

Event Description: _____ **Date:** _____

Location: _____ **Credit Hours:** _____

First Name	Last Name	IICRC #	Date of Birth	Signature

- **Please submit completed sign-in sheets by email to CECcourse@iicrcnet.org**

IICRC®

Institute of Inspection Cleaning
and Restoration Certification

CERTIFICATE OF ATTENDANCE & COMPLETION

_____

The above-listed individual has successfully completed _____ hours of Continuing Education Credits (CEC)

_____

for attending the above listed CEC approved course/event.

IICRC Certified Technicians are encouraged to continue their education and improve their skill set in the cleaning, inspection, and restoration industry. IICRC certification renewals require fourteen (14) hours of CECs every four (4) years for technicians and fourteen (14) hours of CECs every two years for Master/Inspector designations. IICRC CECs are earned at a rate of one (1) hour for each hour of classroom/online instruction, with a maximum of seven (7) hours in a day and two (2) hours maximum for attendance at an approved tradeshow

_____   _____   _____

IICRC Approved Designee   Date   Carey Vermeulen

IICRC Chairman of the Board of Directors