

Certification Renewal Bulletin

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Certification and Testing Department
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1-888-ICC-SAFE (422-7233), ext. 5524
www.iccsafe.org/renewals

Why renewing your certification is critical:

You are among a select group of individuals nationwide who have attained high credibility and recognition of through the Certification program. Renewing your certificates will allow you to retain this professional stature.

Certification renewal:

Certifications are valid for three years. Certificates must be renewed on or before the expiration date (when they become inactive) to be current. A few months prior to the time when your renewal is due, ICC will send a courtesy renewal notice to your last known address. If for any reason you do not receive this notice, you may obtain renewal information specific to your certification from the ICC website. Please note: you are responsible for renewing your certifications, whether or not you receive a renewal notice from ICC.

Accruing CEUs:

During the three-year period prior to the renewal application date, you must accrue the number of continuing education units (CEUs) required for your certificate. Renewal is achieved by participating in continuing education and professional development activities. For example, a seminar you attended to earn CEUs must have been within three years prior to the renewal date. You must keep documents and records of each activity during the three-year renewal period.

About this bulletin:

**Please read and understand this bulletin in its entirety prior to renewing your certification.
The answers to most questions raised by candidates can be found in this document.**

Renewal Fees for All Certificates (including Legacy certificates)

Member

One certification	\$50
Two certifications (Renewed on the same date)	\$60
Three or more certifications (Renewed on the same date)	\$70
Reinstatement	\$50

Nonmember

One certification	\$60
Two certifications (Renewed on the same date)	\$70
Three or more certifications (Renewed on the same date)	\$80
Reinstatement	\$50

Continuing Education and Professional Development Activities for Certification Renewal

Option	Activity	CEUs
1.	Participation as a student in a seminar or technical session delivered by ICC, ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program	0.1 for each clock hour of attendance
2.	Successful completion of a self-study course offered by ICC, state code enforcement licensing agency, or accredited academic institution*	1.0 maximum per course
3.	Successful completion of an ICC Online Renewal Update Course	0.5 for each course
4.	Attendance at ICC code development hearings; can acquire up to 10 clock hours maximum per year, not to exceed 3.0 CEUs in a three-year period	0.1 for each clock hour
5.	Obtaining a new ICC certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, AWS, or NICET within the previous three years	0.5 per certification
6.	Instruction of a seminar or technical session delivered for ICC or ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program	0.1 for each clock hour of instruction delivered
7.	Instruction of a course for an accredited academic institution*; courses can be counted twice per three-year period, with no limit on the number of different courses	1.0 for each academic credit hour
8.	Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually	0.5 per committee
9.	In-house training during employment as a code official, plans examiner, permit technician, or inspector	1.0 per three-year period
10.	Participation as a student in an accredited academic institution*, not to exceed 3.0 CEUs in a three-year period	1.0 for each academic credit hour
11.	Publication of a paper, book, or technical article for an academic institution, professional trade journal, or ICC journal, not to exceed 3.0 CEUs in a three-year period	1.0 per publication type
12.	Completion of evaluation as an IAS Building Department Evaluator	1.0 per three-year period

* An accredited institution is a high school, community college, junior college, university, technical or vocational school, or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

Note: Successfully passing the examination required of new applicants is an acceptable alternative to participating in continuing education activities.

CEUs Required per Certification Category

The following list shows the number of CEUs required for renewal of individual certifications. 1.5 CEUs required for each certification, unless otherwise noted.

Residential Inspection	Special Inspector—2.5 CEUs for one or more certificates	Legacy
Residential Building Inspector Residential Electrical Inspector Residential Plumbing Inspector Residential Mechanical Inspector Residential Combination Inspector	Reinforced Concrete Special Inspector Reinforced Concrete Special Inspector Associate <small>NOTE: ACI Field Technician Certification must be current.</small> Prestressed Concrete Special Inspector Structural Steel and Bolting Special Inspector Structural Welding Special Inspector Spray-applied Fireproofing Special Inspector Structural Masonry Special Inspector Soils Special Inspector Master of Special Inspection*	Plumbing Inspector UPC Mechanical Inspector UMC Combination Inspector—Uniform Codes* Combination Dwelling Inspector—Uniform Codes Light Commercial Combination Inspector—Uniform Codes Fire Prevention Inspector I—NFPC Fire Prevention Inspector II—NFPC Building Fire Protection Inspector Building Fire Protection Plans Examiner Elevator Inspector Structural Steel & Welding Special Inspector
Commercial Inspection	Code Enforcement	State-specific and Specialty
Commercial Building Inspector Commercial Electrical Inspector Commercial Plumbing Inspector Commercial Mechanical Inspector Commercial Combination Inspector	Permit Technician Accessibility Inspector/Plans Examiner Zoning Inspector Property Maintenance and Housing Inspector Coastal and Floodplain Construction Inspector Disaster Response Inspector Fuel Gas Inspector	Building Inspector CBC Electrical Inspector CEC Mechanical Inspector CMC Plumbing Inspector CPC Combination Inspector—California Codes (K8)* Building Plans Examiner CBC New Jersey Commercial Plumbing Inspector New Jersey Plumbing Plans Examiner Minnesota Residential Plumbing Inspector Minnesota Commercial Plumbing Inspector Florida Roofing Inspector Louisiana Residential Plumbing Inspector Louisiana Commercial Plumbing Inspector Louisiana Plumbing Plans Examiner California Commercial Building Inspector California Commercial Electrical Inspector California Commercial Plumbing Inspector California Commercial Mechanical Inspector California Commercial Combination Inspector California Building Plans Examiner Combination Inspector—California Codes* California Residential Building Inspector California Residential Electrical Inspector California Residential Plumbing Inspector California Residential Mechanical Inspector California Residential Combination Inspector AAACE Code Enforcement Officer AAACE Code Enforcement Administrator
Plans Examiner	General Inspection	
Building Plans Examiner Electrical Plans Examiner Plumbing Plans Examiner Mechanical Plans Examiner Residential Plans Examiner Residential Fire Sprinkler Inspector/PE Combination Plans Examiner	Building Inspector Electrical Inspector Plumbing Inspector Mechanical Inspector Combination Inspector (Bldg, Elect, Plbg, Mech)*	
Energy Inspection/Plans Examiner	Code Official	
Residential Energy Inspector/Plans Examiner Commercial Energy Plans Examiner Commercial Energy Inspector	Certified Building Official (CBO)* Certified Building Code Official (CBCO)* Certified Electrical Code Official (CECO)* Certified Plumbing Code Official (CPCO)* Certified Mechanical Code Official (CMCO)* Certified Housing Code Official (CHCO)* Certified Fire Code Official (CFCO)* Energy Code Specialist* Master Code Professional (MCP)*	
Green		
Green Building—Residential Examiner IgCC Commercial Inspector IgCC Commercial Inspector w/ASHRAE 189.1 IgCC Plans Examiner IgCC Plans Examiner w/ASHRAE 189.1		
Fire		
Fire Inspector I Fire Inspector II Fire Plans Examiner Certified Fire Marshal*		

Note: Holding certification or renewing certification in the "General" Inspection category does not qualify you to automatically receive certification in the "Residential" and/or "Commercial" Inspection categories.

* = 4.5 CEUs are required for renewal of this certification designation.

CEUs Required for Multiple Certifications:

1 certificate	1.5 CEUs	1 or more Special Inspector certificates	2.5 CEUs
2 certificates	3.0 CEUs	1 or more Code Official Categories	4.5 CEUs
3 or more certificates	4.5 CEUs	(Combination Inspector, Combination Inspector—Uniform Codes, Certified Fire Marshal)	

Renewal of ICC Legacy Certification Categories

Each MCO (BOCA, SBCCI, ICBO) published a family of codes, now referred to as "Legacy Codes." Certifications under a Legacy Code are referred to as "ICC Legacy Certifications." ICC Legacy Certifications may be renewed in the same manner as the national certification categories. The following list shows the number of CEUs required for renewal of individual certifications:

Code Enforcement		Special Inspector	
Plumbing Inspector UPC	1.5	Structural Steel and Welding Special Inspector	2.5
Mechanical Inspector UMC	1.5		
Combination Dwelling Inspector	1.5		
Combination Inspector—Uniform Codes	4.5		

Frequently Asked Questions About Certification Renewal—including Online Renewal

What if I have multiple certifications with different expiration dates?

You have the option of having one expiration date for all of your certifications. However, when you combine dates, you will be required to waive the full three-year period of active status for some of your certificates. All of the certifications that are selected for renewal will automatically be issued the same expiration date, which is the date of processing.

What do I do if my certification is inactive (not renewed by the expiration date)?

You can renew inactive certifications in the same manner as certificates that are active, as long as you have accrued current CEUs. There is an additional reinstatement fee of \$50 per application to renew certificates that are inactive. Effective February 1, 2009, after six (6) years of inactive status from the expiration date, certifications will expire. To reinstate your certification at that point requires successful completion of the current certification examination.

How do I accrue CEUs, and what are considered acceptable CE and professional development activities?

A CEU is a continuing education unit; each 10 clock hours of continuing education equals 1 CEU. For example, a typical one-day seminar has 6 hours of instruction, or 0.6 CEUs. Credit is awarded for a variety of activities wherein the objective is achieving relevant professional knowledge beyond that required for initial certification.

Does ICC verify the continuing education submitted for renewal?

All information submitted is subject to random audit. You are responsible for deciding what professional development is most appropriate for your needs, and when you submit your certification renewal form, whether on paper or online, you attest that all information is accurate. You must retain documentation for the CEUs submitted for three years from the date the renewal is requested, and submit this documentation upon request.

How do I notify the Certification department about a change of address?

All address changes should be mailed to the Certification department at the address listed in this bulletin. It is important that you list your old address, new address, any updated phone numbers, and your certification number(s).

How do I log on to the ICC website to renew my certifications online?

Go to www.iccsafe.org/renewals and look for "Login to the Renewal module." If you hold ICC certifications, log on with your existing username and password; if you do not know this information, do not create a new account. Contact ICC at 888-422-7233 ext. 5524 or certexam@iccsafe.org for assistance.

How do I renew my certifications online?

Go to www.iccsafe.org/renewals and look for "Online CEU Tracking and Certification Renewal Applications." ICC has provided a short video tutorial that will walk you through the entire process in about six minutes. After watching the tutorial, simply log in to the renewal module.

How do I keep track of my earned CEUs online?

If you use the online system, you can enter your CEUs as you earn them throughout the year – no more trying to remember when you took a class or seminar. Simply enter the information just as you would on the paper application, and they'll be ready when you need to submit your renewal application.

I don't see my particular renewal program available for online renewal. Where is it?

Certifications that require prerequisites/retesting that ICC needs to verify cannot be renewed online. You may still enter CEU activity online, but the actual renewal of your certifications will be done via the paper application.

How much does it cost to renew my certification online?

There is no additional fee for renewing online. If your certification is available for online renewal and you choose to use the paper-and-pencil application option, you will incur an additional \$15 for this option. (For certifications that are not yet available to renew online, using the paper application will not incur an additional fee.)

How quickly is my application processed?

Your certifications are renewed immediately. You will see your new certification expiration date on our online search for certified professionals immediately after your online renewal application is processed. ICC Certification staff reviews submissions, and all applications are auditable, as before.

Do I have to renew online, or can I still use the paper application?

You can still use the paper application, but there is an additional \$15 fee for this option if your certification is available for online renewal.