

# Complimentary Training Materials Benefit INSTRUCTIONS

Beginning in 2007, the International Code Council Board of Directors has approved an added benefit that provides complimentary training materials for everyone who attends your annual Chapter Education Benefit day.

Participants eligible for this benefit include:

- All seminar attendees

Participants **not** eligible are:

- Anyone who does not attend the seminar (i.e. those who register/pay for a seminar and then do not attend do not count toward the complimentary materials).

Eligible education days include:

- Annual Chapter Education Benefit Day
- Rollover Chapter Education Benefit Day
- Chapter of the Year Award Competition

Days **not** eligible are:

- Purchased contract days.
- Days “purchased” through ICC’s Chapter Rewards Program
- Complimentary days awarded by ICC for any other reason

Eligible materials:

- Instructional materials required by ICC for the seminar
- Materials not eligible include code books or any other materials the chapter or participants bring which are not required materials for the seminar

Before the Chapter Education Benefit Day:

- The Chapter will provide the Seminar Coordinator with an estimated number of seminar attendees.
- ICC will ship to the seminar the specified number of training materials.
- An advisory invoice will be created at the time the training materials are shipped.

At the Chapter Education Benefit Day:

- Read the “Complimentary Training Materials Benefit” Announcement included in the seminar packet to the class. This can be done by the chapter

facilitator/instructor. The Announcement shall state the minimum requirements for participation in the complimentary training materials program.

- Attendees will be instructed to complete the Course Roster as usual.
- The chapter facilitator/instructor shall collect the signed Course Roster and return it to the Seminar Coordinator within 14 days.

After the Chapter Education Benefit Day:

- Return the Seminar Roster to ICC.
- Return any unused, leftover materials in good condition within 14 days of the training date.

ICC will apply credit for each workbook provided to an attendee according to the Course Roster and for any unused materials returned in good condition. You will be charged for any materials kept in excess of the number of participants. A final invoice will be issued.

If you have any questions or need further clarification, please contact your Seminar Coordinator.