

ICC Chapter Education Benefit Improvements and Vouchers

More Flexibility, More Options

General:

1. The Chapter Education Benefit (CEB) provides an education voucher number which offers flexibility to ICC Chapters requesting training benefits.
2. A Chapter Education Benefit Day is provided to all Chapters in good standing. Chapters that complete an Annual Report by the March 15 deadline are considered in good standing.
3. Chapters can use their Voucher to obtain training in one of two ways:
 - 3.1 Request one day of ICC training. If ICC training is chosen, Code Council Training staff will...
 - Help schedule the training day;
 - Provide an instructor; and
 - Provide a PDF of any presentation deck that accompanies the course.
 - 3.2 Chapters may, alternatively, request reimbursement of one day of training from a Preferred Provider (maximum \$1200).
4. Chapters may donate their CEB Day to another Chapter; however, no more than three Vouchers may be combined for a single training event.
5. The benefit is valid for one calendar year. It cannot be accumulated or carried over from one year to next and expires December 31 of each year.
6. The benefit will be provided to Chapter upon verification of eligibility by ICC Member Services Department.

ICC Training:

1. Chapters will submit their Voucher number to ICC Training to request an ICC training day.
2. ICC training is good for a single day of any ICC seminar(s) listed in the Chapter Education Benefit catalog.
3. The presentation deck will be provided in PDF format free of charge and may be distributed by each Chapter to attendees.
4. Chapters are eligible for substantial discounts when they purchase any seminar workbooks.
5. Two half-day seminars may be scheduled on the same day in place of one full-day seminar. The topics of two half-day seminars, however, must be related in such a way that only one ICC instructor is needed to be scheduled.
6. Certain seminars are beyond the scope of this policy and are not eligible for a complimentary Chapter Education Benefit day. Examples include electrical and legal seminars or training that is contracted through other associations or where special circumstances exist.
7. ICC training days will use ICC staff instructors assigned by Training staff. Contract instructors may be assigned at the discretion and the responsibility of the ICC Training department. Requests for specific instructors will be considered but cannot be guaranteed.
8. ICC training days must be requested for scheduling at least 60 days in advance of seminar delivery date.

Preferred Provider Training:

1. The reimbursement value of the benefit for one day of Preferred Provider training is up to \$1,200.
2. Chapters will hire and pay the Preferred Provider directly and submit invoice to Training for reimbursement.
 - A reimbursement form is provided to be completed by Chapters and submitted to ICC Training Department within 30 days.
 - Chapters must include the Voucher number and training invoice from the Preferred Provider.

Contact Information:

ICC Main Phone Number: 1-888-422-7233 (888-ICC-SAFE)

ICC Member Services: 1-888-422-7233 ext. 33804
members@iccsafe.org

ICC Training: 1-888-422-7233 ext. 33821
learn@iccsafe.org



ICC Chapter Education Benefit Reimbursement Form

[For Preferred Provider (PP) Training reimbursement in compliance with the Chapter Education Benefit Policy]

Chapter Name: _____

Chapter Number: _____ Voucher Number: _____

Chapter Mailing Address (where check should be mailed):

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Date of submission to ICC: _____

Preferred Provider Name and Training Expense Amount (\$)	Expense Date	Expense Description
Total Expenses [Must attach training invoice(s) to this form]:		

Submit this form, along with training invoice(s)::

Email: ppp@iccsafe.org

For Training Staff Use Only:

1. Is this form complete? Yes No
2. Are invoices or receipts attached? Yes No
3. Approved to forward? Yes No (Verification)

Date forwarded to Finance for payment: _____