

Certification Renewal Bulletin

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This edition supersedes all previous bulletin editions,
and is valid only through the dates noted above.

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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 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.

Continuing Education and Professional Development Activities for Certification Renewal

Recertification Continuing Education Units (CEUs) Certification Renewal Application Date—January 2015—December 2015

Number of Certifications Being Renewed	Total Number of CEUs Required	Min. Number of CEUs Required Through ICC or PPN Training (20% of total)
1	1.5	0.3
2 through 5	3.0	0.6
6 through 10	4.5	0.9
11 or more	4.5	0.9
Master Code Professional	4.5	0.9

* CBO or CFM requires 6.0 CEUs

Residential Inspection

B1 Residential Building Inspector
E1 Residential Electrical Inspector
P1 Residential Plumbing Inspector
M1 Residential Mechanical Inspector
R5 Residential Combination Inspector

Commercial Inspection

B2 Commercial Building Inspector
E2 Commercial Electrical Inspector
P2 Commercial Plumbing Inspector
M2 Commercial Mechanical Inspector
C5 Commercial Combination Inspector

Plans Examiner

B3 Building Plans Examiner
E3 Electrical Plans Examiner
P3 Plumbing Plans Examiner
M3 Mechanical Plans Examiner
R3 Residential Plans Examiner
RF Residential Fire Sprinkler Inspector/PE
C3 Combination Plans Examiner

Energy Inspection/Plans Examiner

77 Commercial Energy Inspector
78 Commercial Energy Plans Examiner
79 Residential Energy Inspector/Plans Examiner
CE Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1

Green

GC IgCC Inspector/Plans Examiner w/ ASHRAE 189
G1 Green Building—Residential Examiner

Fire

66 Fire Inspector I
67 Fire Inspector II
F3 Fire Plans Examiner
FM Certified Fire Marshal (CFM)
CA Commercial Fire Alarm Inspector
CN Commercial Fire Alarm Plan Examiner I
CR Commercial Fire Alarm Plans Examiner II
CF Commercial Fire Sprinkler Inspector
CP Commercial Fire Sprinkler Plans Examiner

Special Inspector

49 Reinforced Concrete Special Inspector
48 Reinforced Concrete Special Inspector Associate
NOTE: ACI Field Technician Grade 1 must be current for 48 or 49
92 Prestressed Concrete Special Inspector
S1 Structural Steel and Bolting Special Inspector
S2 Structural Welding Special Inspector
86 Spray-applied Fireproofing Special Inspector
84 Structural Masonry Special Inspector
EC Soils Special Inspector
MI Master of Special Inspection

Code Enforcement

14 Permit Technician
21 Accessibility Inspector/Plans Examiner
75 Zoning Inspector
64 Property Maintenance and Housing Inspector
C1 Coastal and Floodplain Construction Inspector
DR Disaster Response Inspector
FG Fuel Gas Inspector

General Inspection

B5 Building Inspector
E5 Electrical Inspector
P5 Plumbing Inspector
M5 Mechanical Inspector
C8 Combination Inspector (Bldg, Elect, Plbg, Mech)

Code Official and Code Specialist

T6 Permit Specialist (PS)
CB Certified Building Official (CBO)
B6 Certified Building Code Official (CBCO)
E6 Certified Electrical Code Official (CECO)
P6 Certified Plumbing Code Official (CPCO)
M6 Certified Mechanical Code Official (CMCO)
H6 Certified Housing Code Official (CHCO)
F6 Certified Fire Code Official (CFCO)
G8 Energy Code Specialist

** Requires current Property Maintenance and Housing Inspector and Zoning Inspector certification to renew; no additional CEUs required

*** Requires current Property Maintenance and Housing Inspector or Zoning Inspector certification, and Legal/Management module to renew; no additional CEUs required

Legacy

34 Plumbing Inspector UPC
44 Mechanical Inspector UMC
50 Combination Inspector—Uniform Codes
56 Combination Dwelling Inspector—Uniform Codes
57 Light Commercial Combination Inspector—Uniform Codes
F1 Fire Prevention Inspector I—NFPC
F2 Fire Prevention Inspector II—NFPC
N7 Building Fire Protection Inspector
N8 Building Fire Protection Plans Examiner
97 Elevator Inspector
85 Structural Steel & Welding Special Inspector
88 Reinforced Concrete Special Inspector—Legacy
89 Prestressed Concrete Special Inspector—Legacy
EA Commercial Energy Inspector w/ASHRAE 90.1
EB Commercial Energy PE w/ASHRAE 90.1
G2 IgCC Commercial Inspector
G3 IgCC Commercial Inspector w/ASHRAE 189.1
G4 IgCC Plans Examiner
G5 IgCC Plans Examiner w/ASHRAE 189.1

State-specific and Specialty

N2 New Jersey Commercial Plumbing Inspector
N3 New Jersey Plumbing Plans Examiner
MR Minnesota Residential Plumbing Inspector
MC Minnesota Commercial Plumbing Inspector
FR Florida Roofing Inspector
L1 Louisiana Residential Plumbing Inspector
L2 Louisiana Commercial Plumbing Inspector
L3 Louisiana Plumbing Plans Examiner
I1 California Commercial Building Inspector
I2 California Commercial Electrical Inspector
I3 California Commercial Plumbing Inspector
I4 California Commercial Mechanical Inspector
I5 California Commercial Combination Inspector
I6 California Building Plans Examiner
I8 Combination Inspector—California Codes
J1 California Residential Building Inspector
J2 California Residential Electrical Inspector
J3 California Residential Plumbing Inspector
J4 California Residential Mechanical Inspector
J5 California Residential Combination Inspector
76 ICC/AACE Code Enforcement Officer **
73 ICC/AACE Code Enforcement Administrator ***

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.

Renewal Fees for All Certificates (including Legacy certificates)

Number of Certificates	Member	Non-Member
1	\$75	\$87.50
2 through 5	\$87.50	\$100
6 through 11	\$100	\$112.50
11 or more	\$112.50	\$125
Reinstatement fee	\$93.75	\$125

Options for CEU Accrual		
Part 1: Options that qualify for the minimum percentage (20%) of ICC or PPN Training (these options can be used for up to 100% of CEUs if desired)		
Option	Activity	CEUs
1	Participation as a student or instructor in an on-site seminar or technical session delivered by ICC, including programs presented at ICC Institutes, ICC Open Enrollment locations, Annual Conferences, and other locations; credit can only be counted once in a three-year period for the same seminar or technical session.	0.1 for each clock hour of attendance or delivery
2	Successful completion of an eLearning program delivered by ICC, including ICC Online Campus offerings, approved webinars and other approved electronic-based training.	0.1 for each clock hour of participation
3	Participation as a student or instructor in an on-site seminar or technical session delivered by an ICC Preferred Provider; credit can only be counted once in a three-year period for the same seminar or technical session.	0.1 for each clock hour of attendance or delivery
4	Successful completion of an eLearning program delivered by an ICC Preferred Provider, including those available on the ICC Online Campus, as well as other webinars and other electronic-based training presented by the Preferred Provider.	0.1 for each clock hour of attendance

Part 2: Options that qualify for the remaining percentage of CEUs		
Option	Activity	CEUs
5	Participation as a student or instructor in a seminar or technical session delivered by an ICC Chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program. Credit is only provided for classes in an academic program that are related to code, building design/ construction and support activities.	0.1 for each clock hour of attendance
6	Participation or attendance at ICC code development hearings; can acquire up to 10 clock hours maximum per year. Participation or attendance at ICC code development hearings through the cdpACCESS program under your log-in; can acquire up to 30 clock hours maximum per year. Total credit for participation in code hearings not to exceed 3.0 CEUs in a three-year period.	0.1 for each clock hour of attendance at hearings; 0.1 for each 3 hours of participation through cdpACCESS
7	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, ASW, or NICET within the previous three years.	0.5 per certification

Part 2: Options that qualify for the remaining percentage of CEUs (continued)		
Option	Activity	CEUs
8	Instruction of a code-related or building design/construction-related course for an accredited academic institution*; courses can be counted twice per three-year period. Multiple offerings of same course can be counted twice.	1.0 for each academic credit hour
9	Participation in a formal in-house training program during employment as a code official, plans examiner, permit technician, or inspector.	1.0 per three-year period
10	Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually.	0.5 per committee
11	Participation as a student in an accredited academic institution*; not to exceed 3.0 CEUs in a three-year period. Credit is only provided for classes in an academic program that are related to code, building design/construction and support activities.	1.0 for each academic credit hour
12	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. Credit is only provided for classes in an academic program that are related to code, building design/construction and support activities.	1.0 per publication type
13	Completion of evaluation in role 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).

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 per application (\$93.75 for Members; \$125 for non-members) to renew certificates that are inactive. 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.

Beginning January 2015, important changes to the ICC Continuing Education renewal process will go into effect. These changes are part of a three year program which began in April 2014, to strengthen the credibility of the ICC Certification program.

The changes beginning in January include:

- 20% of CEUs must be earned from training by ICC or ICC's Preferred Provider Network (PPN), a group of individuals and companies approved by ICC to provide quality code-related training;
- Minimum required CEUs will be reduced for some categories and increased for other categories. Individuals affected will include those holding 3-5 certifications (number of required CEUs will decrease slightly) and those holding 11 or certifications (number of CEUs will increase slightly).). A new category of 6-10 certifications has been added;
- Participation or attendance at ICC code development hearing and participation or viewing of ICC code development hearings through the cdpACCESS added;
- CEU requirements for Special Inspector certifications will be the same as all certification categories;
 - Certified Building Official and Certified Fire Marshal will need 6.0 CEUs to renew,
 - Master Code Professional will need 4.5 to renew, and,
 - Master of Special Inspection will be counted as a single certification;
- In-house training programs will be accepted for CEUs;
- Option #3 (participation as a student or instructor in an on-site seminar) and #4 (completion of an eLearning program) revised to clarify that credit can only be counted once;
- Option #6 (participation or attendance at ICC code development hearings) revised to "position-related;"
- Option #7 (taking and passing proctored exams) revised to state that participation must be under a candidate's log-in;
- Prestressed Concrete Special Inspector modified to grant 0.8 CEUs for the required 8-hour class under option #6, and 0.5 CEUs for passing the ICC exam under option #8;
- Option #13 (completion of evaluation in role as an IAS Building Department Evaluator) revised to conducting and completing an evaluation.

Complete details on the number of CEUs and where these credits may be earned can be found on the ICC website at the following link:

[FAQs about the ICC Recertification Program](#)