EDUCODE

Frequently Asked Questions

Contents

How Do I Register Myself for EduCODE classes?

If you are registering yourself and you will be the one attending classes at EduCODE, you would do the following:

1. Open a browser window and go to https://solutions.iccsafe.org/educode-2023
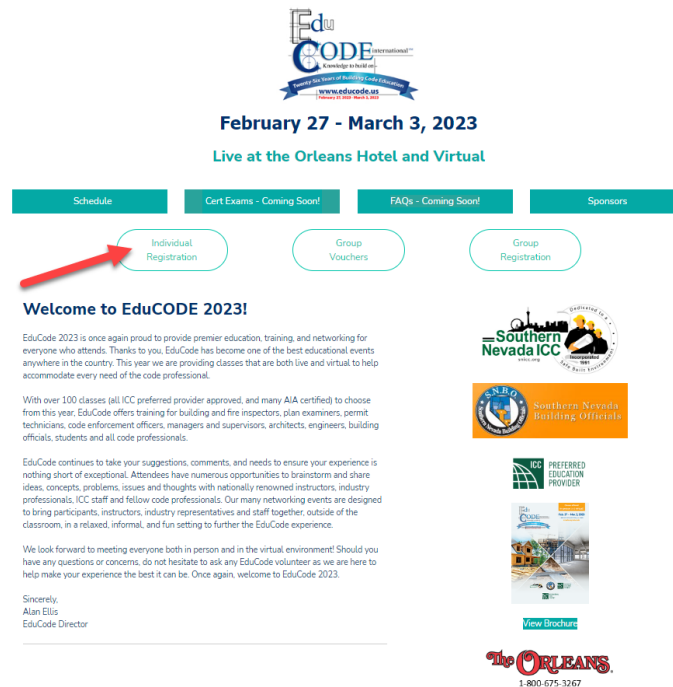
2. Click the **Individual Registration** button.

3. A Login screen will display, login to your account using your myICC credentials. If you do not have an account with the ICC, you can register for one here: https://www.iccsafe.org/register/ Once you have completed the registration form, you will receive an email to confirm you want to create an account with the ICC. Be certain to confirm the account by using the link in the email.

4. Once you have logged in use the toggle to select if you will be **attending In-Person classes or Virtual classes.** Make your course selections by either clicking on individual classes or you can **Select All Track** for all classes in the track.

5. When done, click **Add To Cart** button and follow the on-screen prompts to proceed to Checkout.

ICC EduCODE 2023

This page should be used while logged in as the person who will be attending to en... ...tion has provided a ...cher code, ... register as usual and use the voucher code for payment at checkout.

Select the session type using the toggle

Click to add selections to the cart

Click to Select/Unselect Session | Select Session Type | **In Person** | Virtual | Selected Session: 0 | Total Price: 0 USD | **ADD TO CART** | **CLEAR**

Session/day: 225 USD Weekly: 900 USD	**Monday** (February 27)	**Tuesday** (February 28)	**Wednesday** (March 1)	**Thursday** (March 2)	**Friday** (March 3)
Track 1 2021 I-Codes [Select All Track]	2021 IBC Significant Nonstructural Changes (EduCode Classroom) FULL DAY	2021 IRC Significant Changes (EduCode Classroom) FULL DAY	2021 IFC Significant Changes (EduCode Classroom) FULL DAY	2024 IBC, IRC, IFC Sneak Peek (EduCode Classroom) HALF DAY / A117.1-2017 Significant Changes (EduCode Classroom) HALF DAY	Application and Administration of I-Codes (EduCode Classroom) HALF DAY / 2021 IBC Assembly Means of Egress (EduCode Classroom) HALF DAY
Track 2 2021 I-Codes [Select All Track]	2021 IRC Essentials (EduCode Classroom) FULL DAY	2021 IFC Essentials (EduCode Classroom) FULL DAY	2021 IBC Essentials (EduCode Classroom) FULL DAY	2021 IEBC Essentials (EduCode Classroom) FULL DAY	2021 IBC Fire and Smoke Protection Features (EduCode Classroom) FULL DAY

Select the full track or click specific classes in the track.

NOTE: *Do not login as yourself and make course selections on someone else's behalf as YOU will be registered for the course. Should you have any questions at all, please contact ICC Training at (888) ICC-SAFE, x33821 or learn@iccsafe.org.*

How Do I Register a Group or Another Individual for EduCODE classes?

There are two options for group registrations and registering another individual this year, you can either use **Group Vouchers** or the online **Group Registration** form.
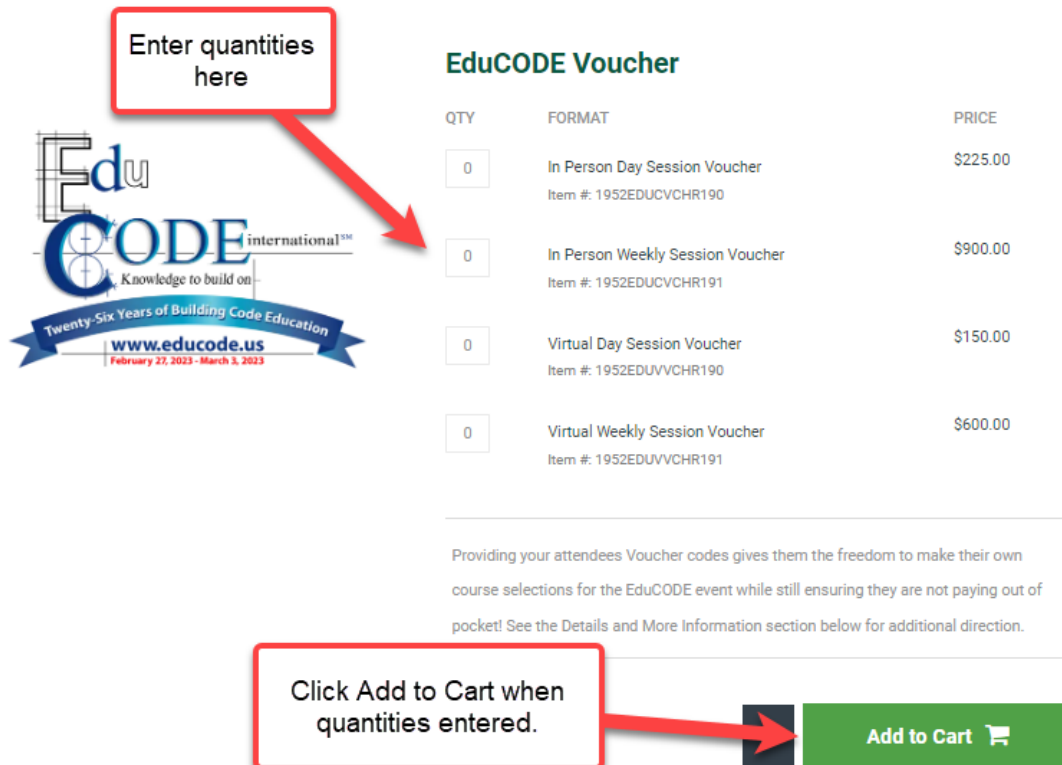
Group Vouchers

Group Vouchers are new this year. To simplify the registration process and reduce enrollment and billing errors, EduCODE will also be using Vouchers for group registrations. When you purchase Vouchers from the ICC Store, you will be given unique Voucher Codes. Distribute the Voucher Codes to the individuals in your group to allow them to register themselves. The Voucher Code will serve as the form of payment, so each Voucher Code can only be used once.   Vouchers are available in the following formats:

- In-Person Day Session
- In-Person Weekly Session
- Virtual Day Session
- Virtual Weekly Session

To Purchase Voucher Codes for you group, follow the instructions below:

1. Open a browser window and go to https://solutions.iccsafe.org/educode-2023

2. Click **Group Vouchers** and you will be brought to the EduCode Voucher page. Enter quantity of each type of Voucher you would like to purchase.

Enter quantities here

EduCODE Voucher

QTY	FORMAT	PRICE
0	In Person Day Session Voucher Item #: 1952EDUCVCHR190	$225.00
0	In Person Weekly Session Voucher Item #: 1952EDUCVCHR191	$900.00
0	Virtual Day Session Voucher Item #: 1952EDUVVCHR190	$150.00
0	Virtual Weekly Session Voucher Item #: 1952EDUVVCHR191	$600.00

Providing your attendees Voucher codes gives them the freedom to make their own course selections for the EduCODE event while still ensuring they are not paying out of pocket! See the Details and More Information section below for additional direction.

Click Add to Cart when quantities entered.

Add to Cart 🛒

3. Click the **Add to Cart** button and follow the on-screen prompts to checkout.

4. You will receive a confirmation email with the Voucher Codes to distribute to each attendee. Once you get the Voucher Codes, distribute to the person who will be attending EduCODE and have them make their course selections.

NOTE: *Do not login as yourself and make course selections on someone else's behalf as YOU will be registered for the course. Should you have any questions at all, please contact ICC Training at (888) ICC-SAFE, x33821 or learn@iccsafe.org.*

Group Registration Form

1. Open a browser window and go to https://solutions.iccsafe.org/educode-2023

2. You may register groups by clicking **Group Registration.**

3. The online form will first ask for information about the person completing the form. This will be the person the ICC Training team will contact if there are any questions about the registration. It will then ask about how the bill for the enrollments.

4. You will need to download the Group Enrollment form and then Save it locally. Complete the form with your group registration information and again save it locally. You will attach this form by clicking the **Choose File** button.

EduCODE Group Enrollment

About the Administrator Completing this Form

If we have additional questions, we want to make sure we know who to contact! This year you will upload the completed PDF form with your enrollments directly to this form.

* Please enter your contact information below. This should be the name of the person who is completing this form.

Name *	
Company/Organization *	
Email Address *	
Address	
City/Town *	
State/Province *	-- select state --
ZIP/Postal Code *	
Country *	
ICC Organization/Group Member Number to be billed *	
Phone Number *	

How will payment be made for these enrollments? Be sure the member number entered above is the one that you want billed for the enrollments. Normally, you would not want this to be your personal ICC Member Number, but the ICC Organizational Member Member Number.

○ Bill an ICC Organization/Group Member Number Noted Above

○ Credit Card (Do not enter Credit Card Information on this form. If you choose this option an ICC Staff Member will reach out to you directly to collect this information once the registrations have been processed.)

○ Purchase Order

Purchase Order Number (If Applicable)

[   ]

Click here to Download the EduCode Group Enrollment Form

Once you have downloaded the file, you must save it locally! Be sure to note the location you save the file to as well as the file name. Open and complete the file using Adobe Acrobat, then Save the completed file. This is the file you will upload.

Upload the completed EduCode Group Enrollment Form Here

Click the Choose File button below and then follow the on-screen prompts to navigate to the completed EduCode Group Enrollment Form.

[Choose File]

[Prev] [Done]

① Person to contact if the ICC Team has questions on Registrations.

② How will payment be made?

③ Download and SAVE the Group Enrollment form. Complete this form and save it to your hard drive.

④ Attach the completed Group Enrollment form here.

⑤

NOTE: *Group Registration Forms will be completed 7 days after submission. Emails registration confirmations will be sent directly to the learners. Should you have any questions at all, please contact ICC Training at (888) ICC-SAFE, x33821 or learn@iccsafe.org.*
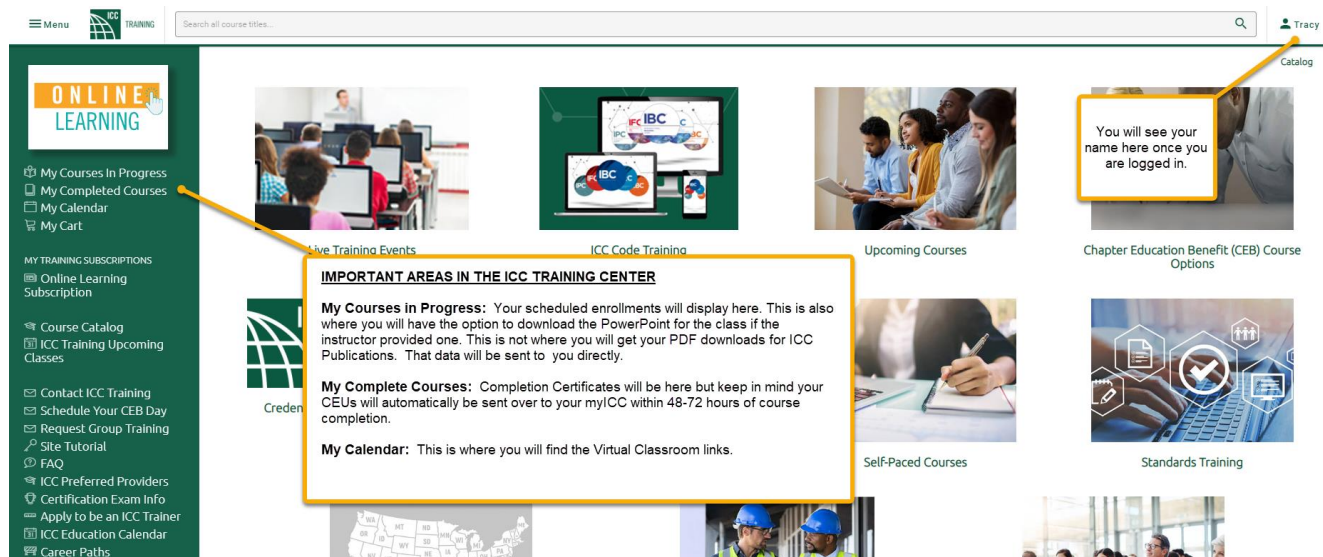
How do I login to the ICC Training Center?

1. Open a browser window and go to the ICC Learning Center at **learn.iccsafe.org**. The ICC Training Center is not the same as your myICC.

2. In the upper right click the **Sign In** link.

Sign in here. This will be the same Username and Password you use to sign into your myICC
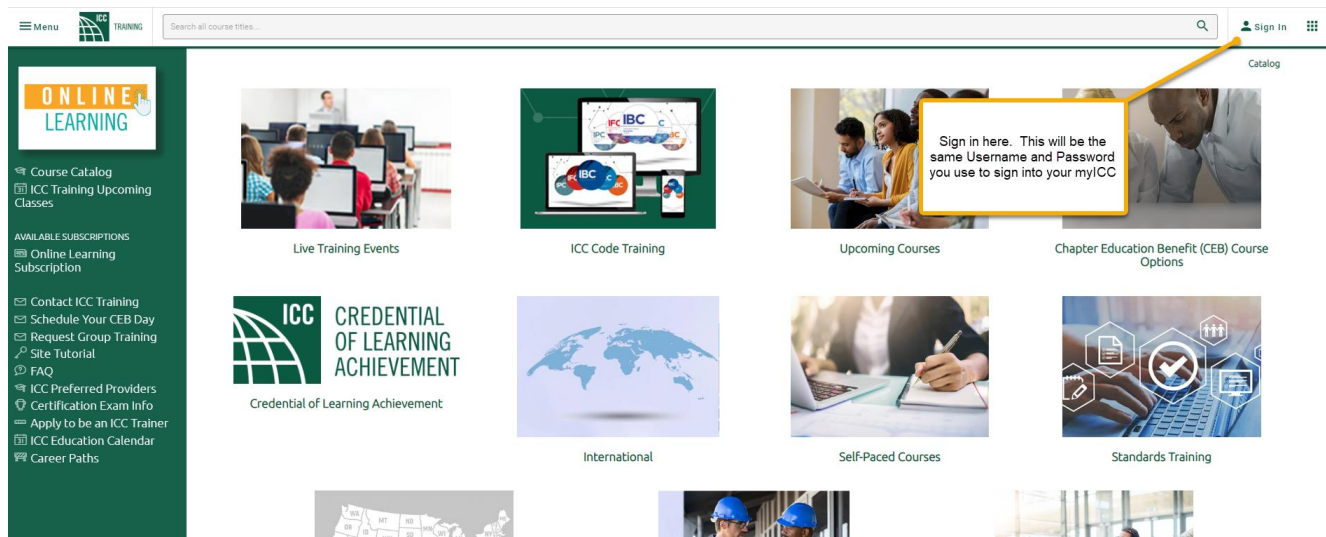
3. The **ICC Sign In** screen will display. Enter your **Email Address** associated with your ICC account and your ICC **Password**. These will be the same credentials you use to login to your myICC. Once you have entered the information, click the **Sign In** button. If you have forgotten your login, click the **Reset My Password** link.

4. Once you are logged in you will be at the ICC Training home page.

You will see your name here once you are logged in.

IMPORTANT AREAS IN THE ICC TRAINING CENTER

My Courses in Progress: Your scheduled enrollments will display here. This is also where you will have the option to download the PowerPoint for the class if the instructor provided one. This is not where you will get your PDF downloads for ICC Publications. That data will be sent to you directly.

My Complete Courses: Completion Certificates will be here but keep in mind your CEUs will automatically be sent over to your myICC within 48-72 hours of course completion.

My Calendar: This is where you will find the Virtual Classroom links.

How do I see my scheduled courses?

1. Open a browser widow and navigate to the ICC Training at **learn.iccsafe.org** and login as noted in the instruction above. ICC Training is not the same as your myICC.

2. You can click either **My Courses in Progress** to get a list view or you can click the **My Calendar** to get a calendar view of your courses.

## How do I access handouts or copies of the PowerPoint for my class?

Please keep in mind that the handouts for the class are the PowerPoint Presentations or job aids, are not publications that are purchased in the ICC Bookstore. Also, they are only available if provided by the Instructor. If your class includes an ICC Publication, you will be sent a link to download that material from the ICC Store.

1. Open a browser widow and navigate to the ICC Learning Center at **learn.iccsafe.org** and login as noted in the instruction above. The ICC Learning Center is not the same as your myICC.

2. Click **My Courses in Progress** to get a list view of your enrollments.

3. Click the **Play** icon located under the course name.

Click here to open and download the course handout

4. The screen below will display and will being the download. Click the up arrow on the download to get the menu. Then click **Open** from the menu to display, print and/or save the document.

Click Open to open the handout

Click here to get the menu
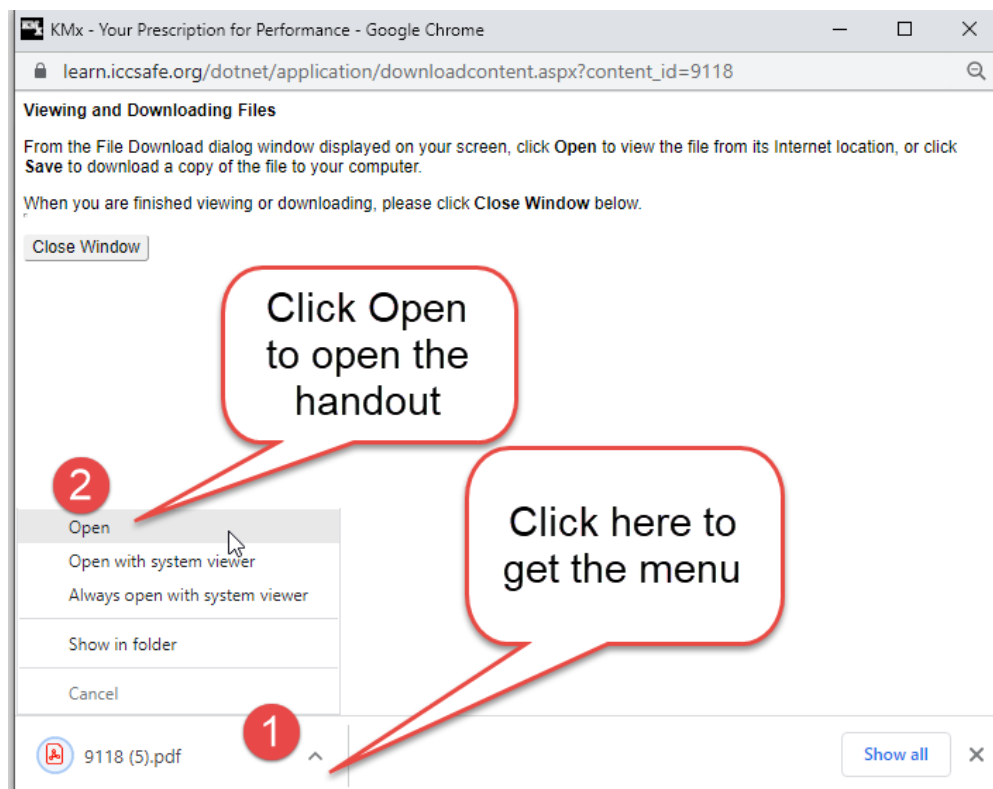
How do I print my Certificate of Completion?

Please allow your instructor at least 48-72 hours to after your class has ended to submit their completed attendance roster. Your Completion Certificate will not be available until the roster has been submitted.

1. Open a browser widow and navigate to ICC Training at **learn.iccsafe.org** and login as noted in the instruction above. The ICC Training is not the same as your myICC.

2. Click the **My Completed Courses** option to the left.

3. Locate the course and under the name click the certificate icon.

4. The Completion Certificate will display, you can print or save the certificate.

**NOTE**: *Your CEUs for the course will automatically be transferred to your myICC. You will not need to manually upload them. Should you have any questions at all, please contact ICC Training at (888) ICC-SAFE, x33821 or learn@iccsafe.org.*
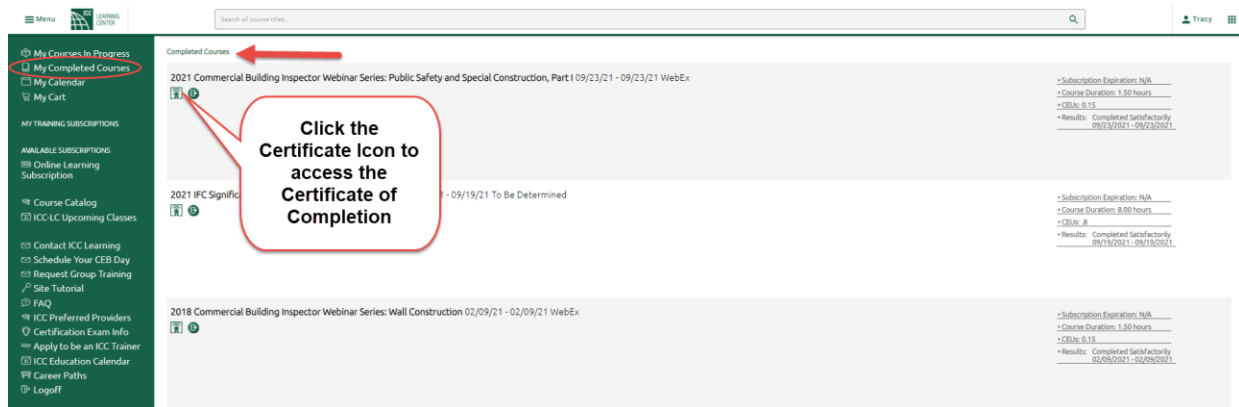
Where is my link to the Virtual Classroom?

1. Open a browser widow and navigate to the ICC Training Center at **learn.iccsafe.org** and login as noted in the instruction above. ICC Training is not the same as your myICC.

2. Click the **My Calendar** to get a calendar view of your courses.
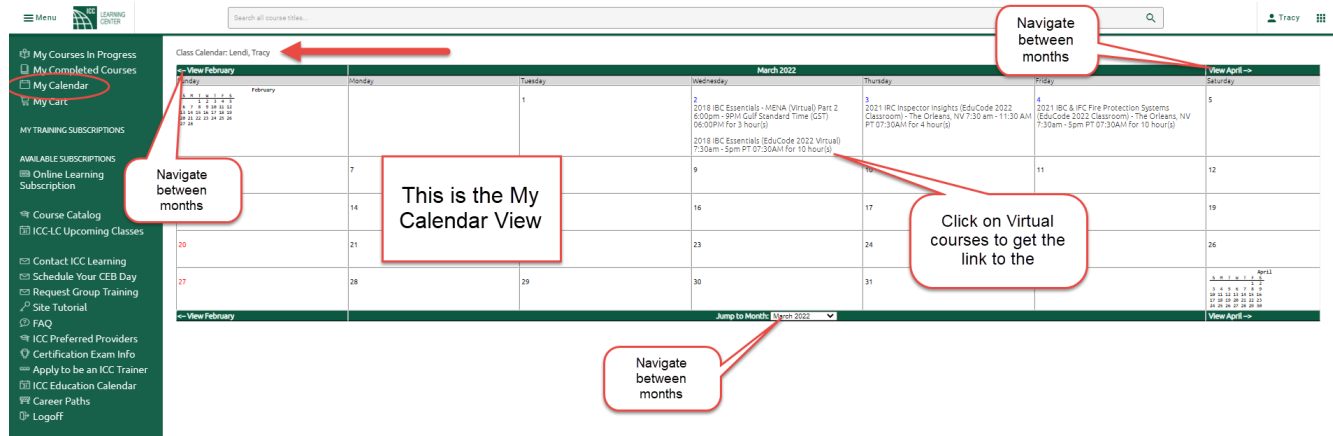
3. To get the virtual classroom link, locate the course on the calendar and click the name.

4. Once you have done so another screen will display, click the link to the right of **Participant**: this is the link to the virtual classroom.

Title: 2018 IBC Essentials (EduCode 2022 Virtual) 7:30am
- 5pm PT

Date/Time: 03/02/22 07:30 AM Time Zone: Pacific
Title: 2018 IBC Essentials (EduCode 2022 Virtual) 7:30am - 5pm PT
Duration: 10 Hr(s)
Participant: https://us06web.zoom.us/j/86096604256

Close

Click here, this is the virtual classroom link

How do I use a Coupon Code for the PDF of my publication for a virtual class?

To download the PDF, you must first "purchase" it on the ICC store.

1. Go to https://shop.iccsafe.org or http://shop.iccsafe.org/

2. Search for the SKU or title of the publication. Make sure you select the PDF version of the book.

3. On the description page add a **quantity** of 1 of the PDF Download to your cart.

4. Select **View Cart & Checkout**

5. Enter the coupon code of in the **Discount Codes** box and select **Apply**.

6. Your Grand total will then show as $0.00 and you will continue through the checkout process.

After you have completed the order as shown above you can download the PDF by following the steps below.

1. Go to https://shop.iccsafe.org

2. Sign in with your ICC online account email and password.

3. Select the **link My Account**

4. Select **Digital Products and Subscriptions** link.

5. Select the PDF tab which will be highlighted in red when selected.

6. Under the **Actions** columns select the **Select Options** button.

7. Select the **Download**.

8. Another row will show directly beneath it with child order and the title again; select the "**Show Download Options**". And then you will see the download link for downloading the PDF.

How do I report to my CEUs to my myICC?

You don't have to! We have taken care of this for you. Once you have completed your class and the instructor has uploaded the completion roster within 48-72 of class completion. Your CEUs will be automatically sent over to your myICC.

How can I change an enrollment?

If you need to change, add or delete a course from your enrollment, please email ICC Training at Learn@iccafe.org with the necessary changes to the enrollment. Please be sure to include the following vital information so we can service your request faster:

- Your name, email address and phone number

- The name and email address of the person the enrollment is for, if it is not you.

- The order or confirmation number

- The full names of the courses that are being altered and if they are virtual for face-to-face.

I'm not going to be able to attend, how do I cancel?

Please send your name, email address and order number to ICC Training at Learn@iccsafe.org Please keep in mind EduCode's refund policy noted below.

> If you need to cancel, EduCODE must receive notification in writing by January 27, 2023 to receive a full refund. All refund requests after this date will be credited toward future EduCODE conference attendance only. Please contact learn@iccsafe.org with cancellation requests.
>
> Should circumstances beyond the control of the Southern Nevada Chapter of the International Code Council (SNICC) arise; such as acts of God, war, acts of terrorism, civil unrest, government regulations or mandates, disaster, strikes or curtailment of transportation facilities – to the extent that such circumstances make it impossible or illegal for SNICC to provide EduCODE, SNICC, its officers, members, employees and contractors shall not be held liable or responsible beyond providing a refund for the seminar.

I'm stuck, how can I get some help?

If you need assistance, the following options exist:

- **Onsite at EduCode:** If you are at the physical EduCode Event, ICC Training will have a booth in the expo area. Please reach out to a representative there.

- **Email the Learning Center:** You can email the Learning Center at Learn@iccsafe.org.

- **Utilize the Chat Feature:** On the main ICC website (iccsafe.org) click the Live Chat option to the right. Be sure you note in your message that your question is for EduCode. This will get you to us quicker!

- **Review the EduCode Website and Brochure**: https://solutions.iccsafe.org/educode-2023 or the direct link of https://www.iccsafe.org/wp-content/uploads/22-21621_LC_2023_EduCode_BRO_FINAL_MIDrez.pdf

- **Call us:** You can call the ICC at 1-888-ICC-SAFE (422-7233) and be sure you say you have a question about EduCode.