



## ICC Chapter Education Benefit Policy

### More Flexibility, More Options

#### General:

1. Chapter Education Benefit (CEB) provides an education voucher (Voucher) to offer additional flexibility and options to ICC Chapters (Chapter) for training opportunities.
2. Chapters can use their Voucher to obtain training in one of two ways :
  - 2.1 Obtain a one-day training through an ICC Preferred Provider\* or
  - 2.2 Obtain one day of ICC training
3. Available ICC training now includes an increased number of topics and options.
4. Chapters may donate their Voucher to another Chapter, however no more than 3 Vouchers may be combined for a single training event.
5. The Voucher 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 Voucher will be provided to Chapter upon verification of eligibility by ICC Member Services Department (MS).

#### Preferred Provider Training:

1. The value of the Voucher for one day of PP training is \$1200 Dollars.
2. A reimbursement form is provided to be completed by Chapters and submitted to ICC Training and Education Department (T&E) along with the Voucher and training invoice.
3. Chapters will hire and pay the Preferred Provider directly and submit to T&E for reimbursement.

\* This Chapter Education Benefit Policy became effective January 1, 2015 and will continue until such time that the ICC Board of Directors modifies it. The ICC Preferred Provider Program was rolled-out in Fall of 2014.

#### ICC Training:

1. Chapters will submit their Voucher to ICC Training and Education Department (T&E) to request an ICC training day.
2. ICC training is good for a single day of any ICC seminar(s). These include most seminars in STANDARD or PREMIUM category. (See bottom of this document for descriptions of STANDARD and PREMIUM). See item #5 below for special cases.
3. Due to popular demand, the PowerPoint program will be provided in pdf format free of charge to be distributed by Chapter to attendees. STANDARD category does not have workbooks and in the PREMIUM category, premium seminar workbooks are required and must be purchased. Chapters are eligible for substantial discounts for purchase of seminar workbooks.

4. Two half-day seminars may be scheduled on the same day in lieu of one full-day seminar. The topics of two half-day seminars however, must be related to one code such that only one ICC instructor is needed to be scheduled.
5. Certain seminars are beyond the scope of this policy and cannot be used, such as those that are contracted through other associations or where special circumstances exist (Example: Electrical and Legal seminars).
6. ICC training days will use ICC staff instructors assigned by T&E. If ICC staff instructors are not available, ICC contract instructors will be assigned by T&E. Assignment of instructors is at the discretion and the responsibility of T&E depending on instructor availability. Requests for specific instructors will be considered based upon these criteria, but cannot be guaranteed.
7. ICC training day must be requested for scheduling at least 30 days in advance of seminar delivery date.

### Contact Information:

ICC Main Phone Number: 1-888-422-7233

Member Services: Karla Higgs at extension 5268;  
Email: [khiggs@iccsafe.org](mailto:khiggs@iccsafe.org)

Training and Education: Allison Street at extension 4430;  
Email: [astreet@iccsafe.org](mailto:astreet@iccsafe.org)

### Hire ICC to Teach Seminar Categories:

#### STANDARD:

Includes a PDF of the PowerPoint presentation that can be distributed to attendees, no workbook exists.

#### PREMIUM:

Premium seminar workbooks are part of the program and must be purchased (available to Chapters at chapter discounted prices). PDF of the PowerPoint presentation is also provided that can be distributed to attendees.

## ICC Chapter Education Benefit Reimbursement Form

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

Chapter Name and Number: \_\_\_\_\_

\_\_\_\_\_

Formal Chapter Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of submission to ICC: \_\_\_\_\_

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

Submit this form with the original of the Voucher to:

ICC Central Regional Office  
Training and Education Department  
Chapter Education Benefit  
4051 Flossmoor Road  
Country Club Hills, IL  
Telephone: 888-422-7233, ext. 33818  
Email: [icctraining@iccsafe.org](mailto:icctraining@iccsafe.org)

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### For T&E Staff Use Only:

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

Date forwarded to Finance for payment: \_\_\_\_\_