



ICC REGION III UPPER GREAT PLAINS
ANNUAL EDUCATIONAL INSTITUTE
Frequently Asked Questions

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How Do I Register Myself for Region III classes?

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



Upper Great Plains Region III Educational Institute

The Region III Institute is brought to you by the Association of Minnesota Building Officials Chapter of ICC

The Institute features 40 sessions of construction-industry related topics offered in eight tracks over five days. Check the brochure for a few select sessions to be offered virtually. Presenters are well-qualified and often well-known individuals from ICC and related areas of expertise. Everyone is invited and welcome to attend.



February 13–17, 2023
Virtual and In-Person

Minneapolis Marriott Northwest
7025 Northland Drive North
Minneapolis, Minnesota 55428

1. Open a browser window and go to <https://www.iccsafe.org/regionIII>
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.

REGION III

This page should be used while logged in as the person who will be attending to ensure you are provided a voucher code for payment at checkout.

Register Today! - Early Bird rates end January 6, 2023. Discounted amounts will be reflected in the Shopping Cart when you checkout.

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

Session/day: 190 USD | Weekly: 825 USD

	Monday (February 13)	Tuesday (February 14)	Wednesday (February 15)	Thursday (February 16)	Friday (February 17)
Track 1 Code Enforcement & Professional Development Select All Track	Formulating an Effective Code Enforcement Program (Reg III Classroom) - 8am-4pm CT - Brooklyn Park, MN FULL DAY	Effective Communications (Reg III Classroom) - Minneapolis, Marriot Northwest. 8am - 4pm CT FULL DAY	Building Inspections and Code Enforcement / Safety - In the Field and Self-Care (Reg III Classroom) FULL DAY	Legal Aspects of Code Administration (Reg III Classroom) 8am-4pm CT Minneapolis Marriot Northwest FULL DAY	Complaint Management (Reg III Classroom) 8am - 4pm CT. Minneapolis Marriot Northwest FULL DAY
Track 2 Building Code Understanding the...	Administrative/PT Scope of Practice (Day One) (Reg III Classroom) 8am-4pm CT	Administrative/PT Scope of Practice (Day Two) (Reg III Classroom) 8am-4pm CT	Understanding Residential Building Code (Intermediate)/Exterior Insulation (Reg III Classroom)	2018 Residential Plan Review (Reg III Classroom)	A Day in the Life of an Inspector (Reg III Classroom) 8am-4pm CT

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 Region III 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.

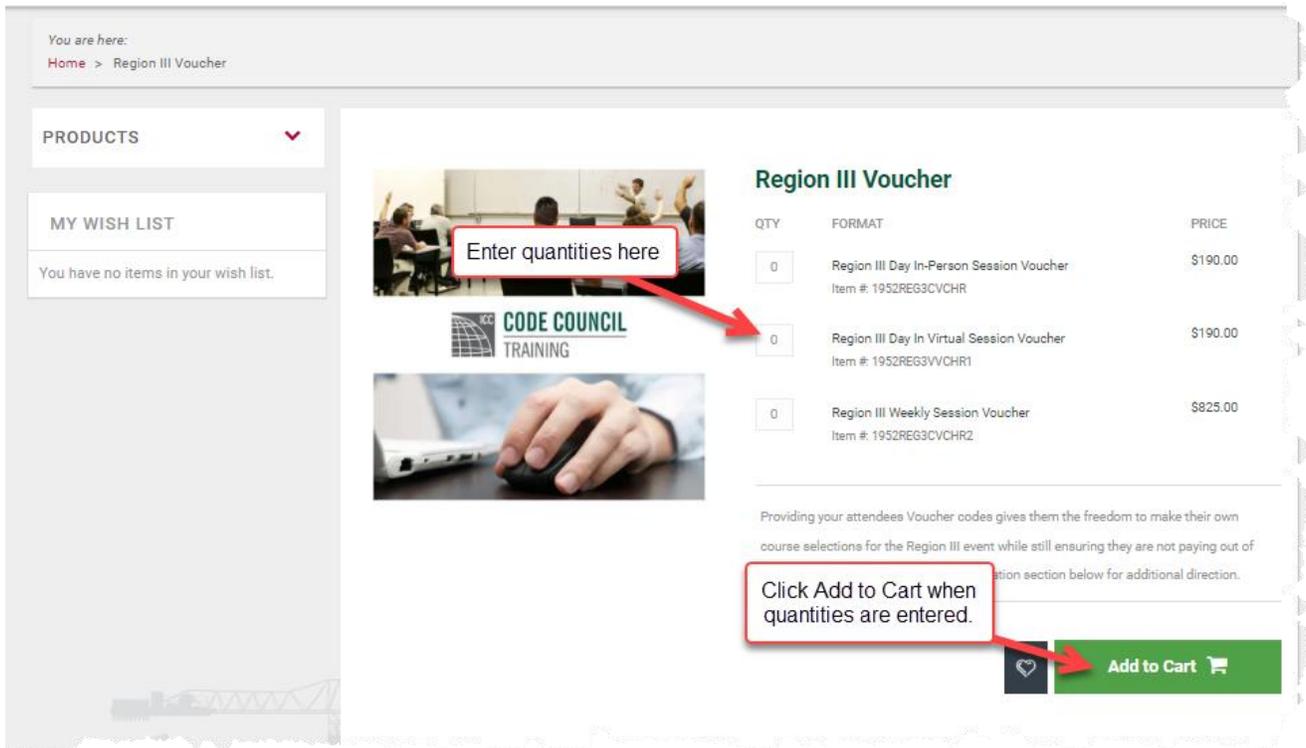
Group Vouchers

Group Vouchers are new this year. To simplify the registration process and reduce enrollment and billing errors, Region III 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

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

1. Open a browser window and go to <https://www.iccsafe.org/regionIII>
2. Click **Group Vouchers** and you will be brought to the Region III Voucher page. Enter quantity of each type of Voucher you would like to purchase.



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 Region III 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://www.iccsafe.org/regionIII>
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 *	<input type="text"/>
Company/Organization *	<input type="text"/>
Email Address *	<input type="text"/>
Address	<input type="text"/>
City/Town *	<input type="text"/>
State/Province *	<input type="text" value="-- select state --"/>
ZIP/Postal Code *	<input type="text"/>
Country *	<input type="text"/>
ICC Organization/Group Member Number to be billed *	<input type="text"/>
Phone Number *	<input type="text"/>

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

5

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.

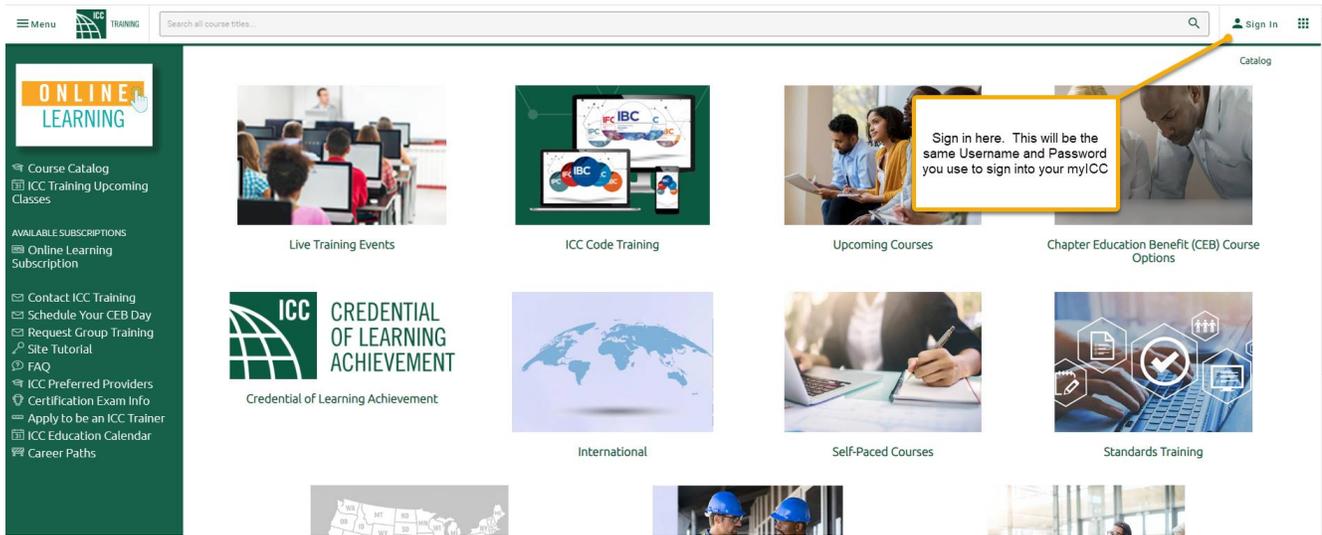
4

Attach the completed Group Enrollment form here.

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.

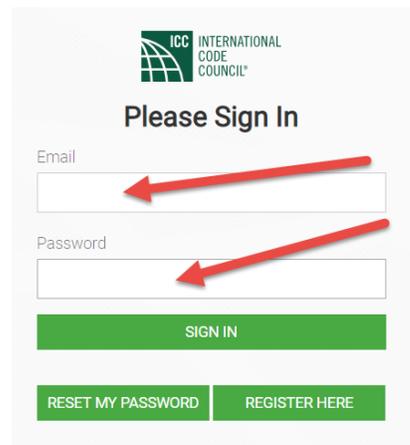
How do I login to the ICC Training Center?

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.



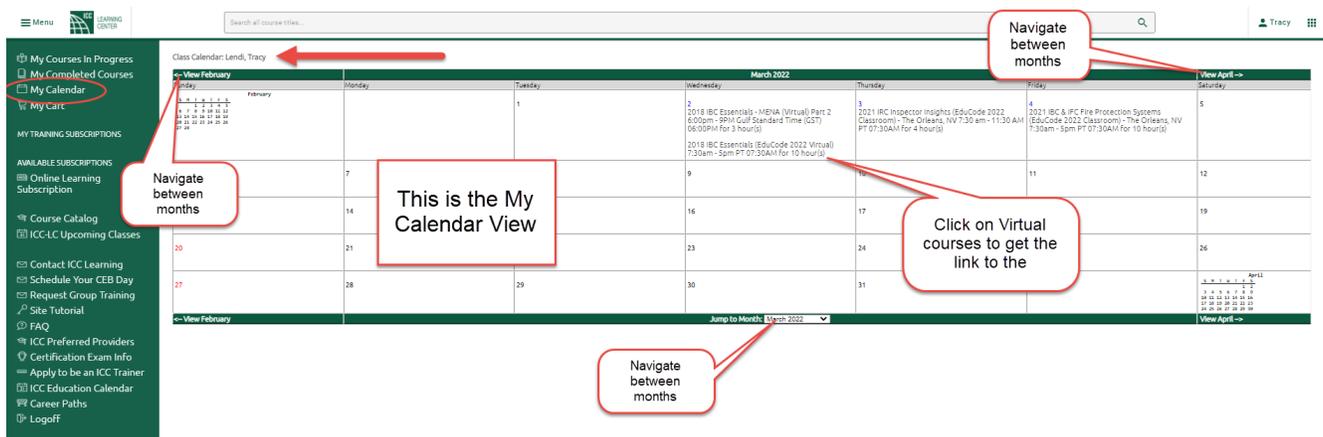
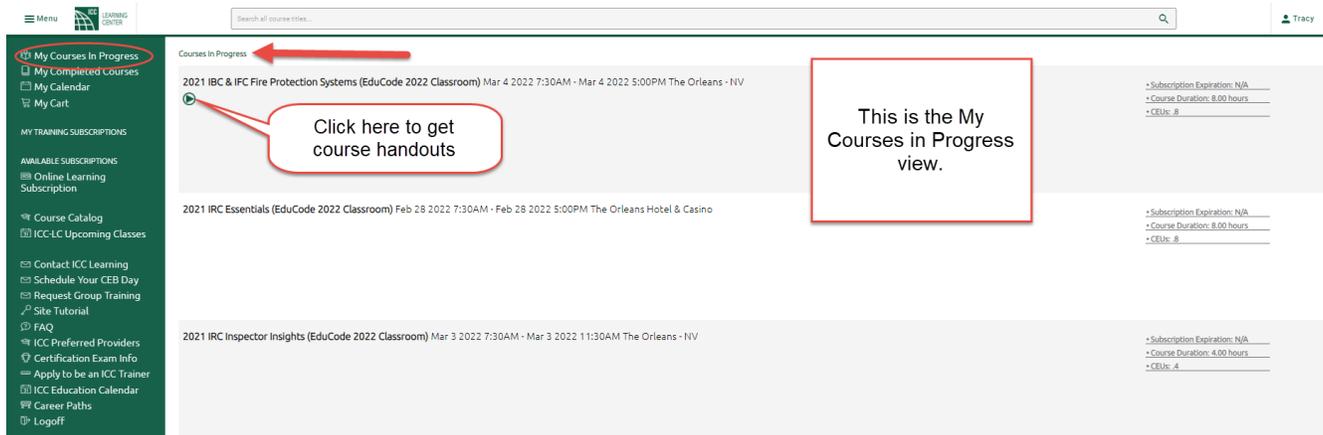
3. The **ICC Sign In** screen will display. Enter your **Email Address** associated with your ICC account and your **ICC Password**. These will be the same credentials you use to login to your myICC. Once you have entered the information, click the **Sign In** button. If you have forgotten your login,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

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



How do I see my scheduled courses?

1. Open a browser window 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.

Handouts will be available for download on or about February 3, 2023.

NOTE: Printed handouts will not be available onsite.

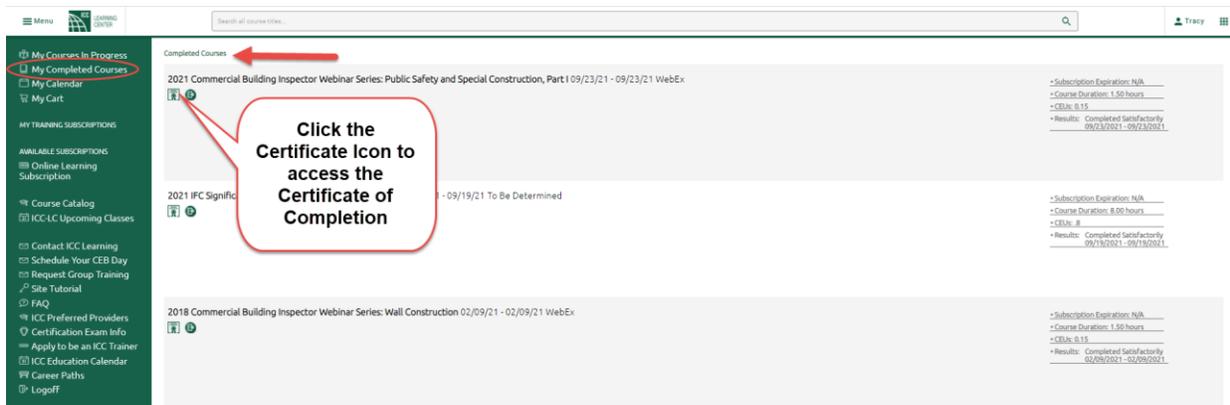
Handouts can be downloaded here: [Region III Handouts Page](#)
 Password: 23region3

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.

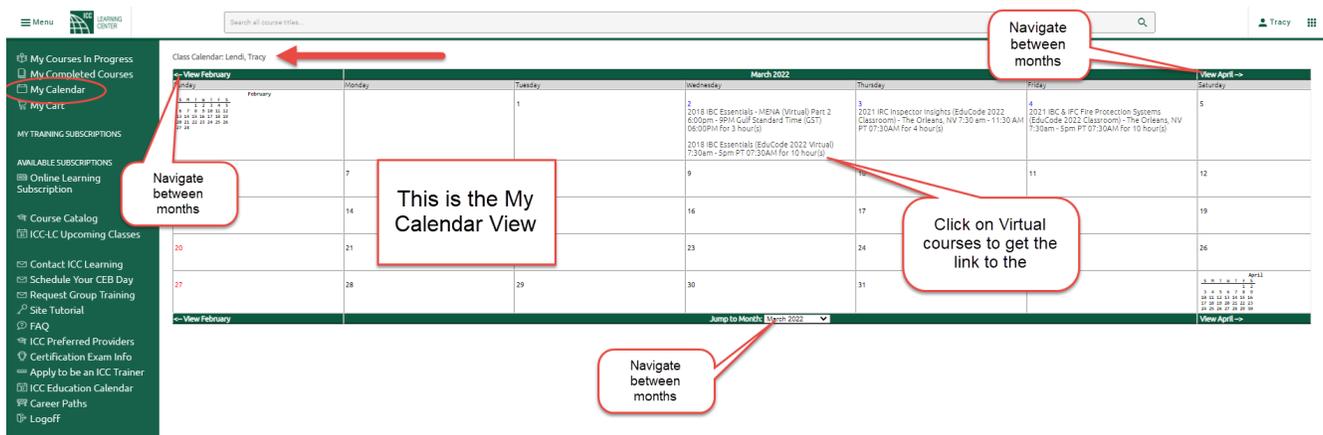
1. Open a browser window and navigate to ICC Training at **learn.iccsafe.org** and login as noted in the instruction above. The ICC Training is not the same as your myICC.
2. Click the **My Completed Courses** option to the left.
3. Locate the course and under the name click the certificate icon. 
4. 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 window 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.

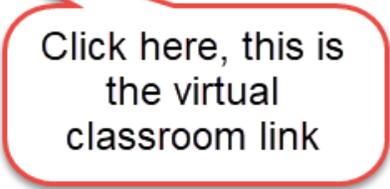


3. To get the virtual classroom link, locate the course on the calendar and click the name.
4. Once you have done so another screen will display, click the link to the right of **Participant:** this is the link to the virtual classroom.

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 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 Region III's refund policy noted below.

If you need to cancel, Region III 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 Region III conference attendance only. Please contact learn@iccsafe.org with cancellation requests.

Should circumstances beyond the control of Association of Minnesota Building Officials (AMBO) or Region III 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 AMBO to provide Region III, AMBO, 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 Region III:** If you are at the physical Region III 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 Region III. This will get you to us quicker!
- **Review the Region III Website and Brochure:** <https://www.iccsafe.org> or the direct link of https://www.iccsafe.org/wp-content/uploads/22-21999_LC_2023_Region_III_BRO_v8_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 Region III.