



RENEWAL/CEU INFORMATION FROM THE ICB CERTIFICATION MANUAL

Version 220426

3.13. Renewal of Certification

The ICB will send a renewal notice to Technicians, Supervisors and Contractors approximately 90 days before the assigned valid through date. The renewal application forms, and all information required by those forms, must be submitted before the certification expires.

At time of renewal, the certified professional must meet all qualifications and requirements mandatory for initial certification. Continuing Education Units (CEUs) are required for renewal and must be earned during the certification period, i.e., between the date the certification was either obtained or renewed and the expiration date.

Table 3.13.1

CEUs Required for Renewal of Certification	
Certification Level	CEUs Required
Supervisor	8
Technician	4

An individual who holds one or more Technician certifications needs only to complete a total of four (4) acceptable CEUs to fully renew all Technician certifications held by the individual.

An individual who holds one or more Supervisor certifications needs only to complete a total of eight (8) acceptable CEUs to fully renew all Supervisor certifications held by the individual.

3.14. Acceptable CEUs

One hour of continuing education training equals one CEU.

CEUs submitted for renewal shall relate to the scope of the respective certification scheme.

CEUs will be accepted for the following:

- Any course endorsed by National SMACNA.
- Any course sponsored by a local SMACNA chapter.
- Attendance of any course/seminar at the Annual ICB/TABB Conference.
- Any course put on by either NEMI or the ITI.
- Any course sponsored by the local JATC.
- Any course put on by a professional association, e.g., ASHRAE, NFPA.
- Teaching a course for a local JATC for at least eight hours per year.
- Presenting a seminar – a copy of the agenda and the presentation must be provided to receive CEUs.
- Papers published – eight CEUs will be credited per paper.
- Any course or webinar – pertinent documentation must be submitted to receive credits.