

ProBoard Transition Certificate Renewal Application

ProBoard certification will be verified on the ProBoard Certification Registry site. ICC will contact you to obtain the Personal Identification Number (PIN) in order to complete verification.

If your ProBoard pass score report is more than three (3) years old, you must provide continuing education information. For additional information, please refer to the [ICC Renewals](#) website.

Number of ProBoard Certifications Being Transitioned	Total Number of CEUs Required	Min. Number of CEUs Required Through ICC or PPN Training (40% of total)
1	1.5	0.8
2	3.0	1.5

Accruing CEUs

During the three (3) year period prior to the renewal processing 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 the three (3) years prior to the renewal processing date (when the CEU becomes inactive). You must keep documents and records of each activity during the three (3) year renewal period.

Options for CEU Accrual		
Part 1: Options that qualify for the minimum percentage (40%) 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
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

	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
7	Obtaining a new ICC certification by passing a certification exam. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, AWS, or NICET within the previous three years. Applies only to full certification exams, not module exams.	0.5 per certification
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	Service on the ICC Board of Directors	1.0 for the full year
11	Service to ICC Committee or ICC Chapter for one full year, not to exceed 1.0 CEUs annually	0.5 per committee
12	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
13	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
14	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).

	Continuing Education/ Professional Development Activity	Date Completed	Provided by (school, code organization, etc.)	Contact Hours/ CEUs	Preferred Provider Course number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Attach a separate sheet of piece of paper for additional listings, if necessary.

AFFIDAVIT OF APPLICANT

I hereby certify that all of the information provided herein is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application. I understand that supporting documentation must be retained for three (3) years.

Signature: _____ Date: _____

Printed Name: _____

ICC Storefront Purchase Instructions:

Please include this document along with the ProBoard certificate when uploading documentation for Fire Inspector I (66)* or Fire Inspector II (67)* Transition Certificate.

*If you have already purchased a Fire Inspector I (66) or Fire Inspector II (67) Transition Certificate on the ICC Storefront, please submit this document to askac@iccsafe.org with the subject line "ProBoard Transition Certificate Renewal."