

**How to  
Enter CEUs  
and  
Submit Your Renewal Payment**

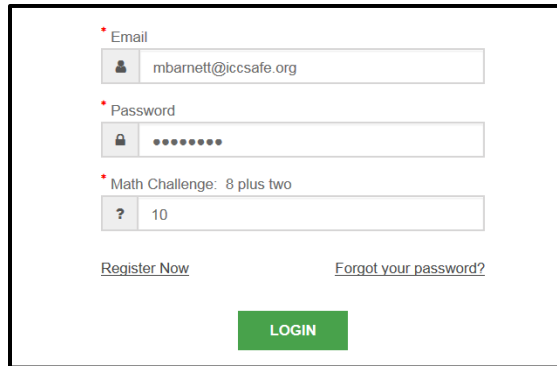
# How to Enter CEUs and Submit Your Renewal Payment

## Logging In

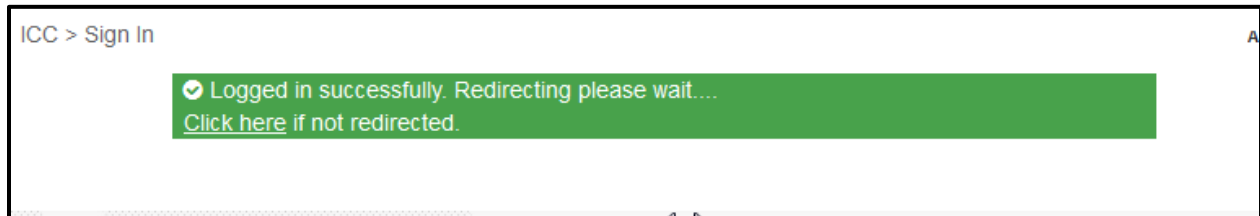
- 1.) Go to [www.iccsafe.org](http://www.iccsafe.org). At the top of screen, click on “Sign In.”



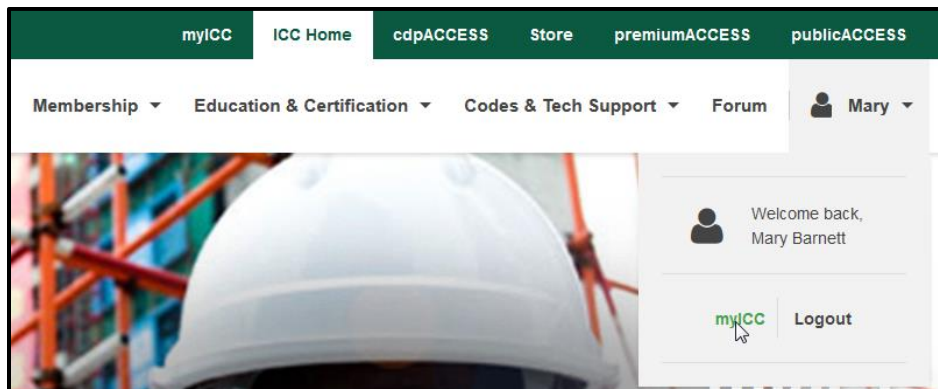
- 2.) Enter your email, your temporary password given to you by an ICC staff member. You are required to answer the challenge question as well. Once you have entered this information, click “LOGIN.”

A screenshot of the login form. It contains three input fields: "Email" with the value "mbarnett@iccsafe.org", "Password" with masked characters, and "Math Challenge: 8 plus two" with the value "10". Below the fields are links for "Register Now" and "Forgot your password?". A green "LOGIN" button is at the bottom.

- 3.) When the screen shows that you have successfully logged on, you will be taken back to the homepage.

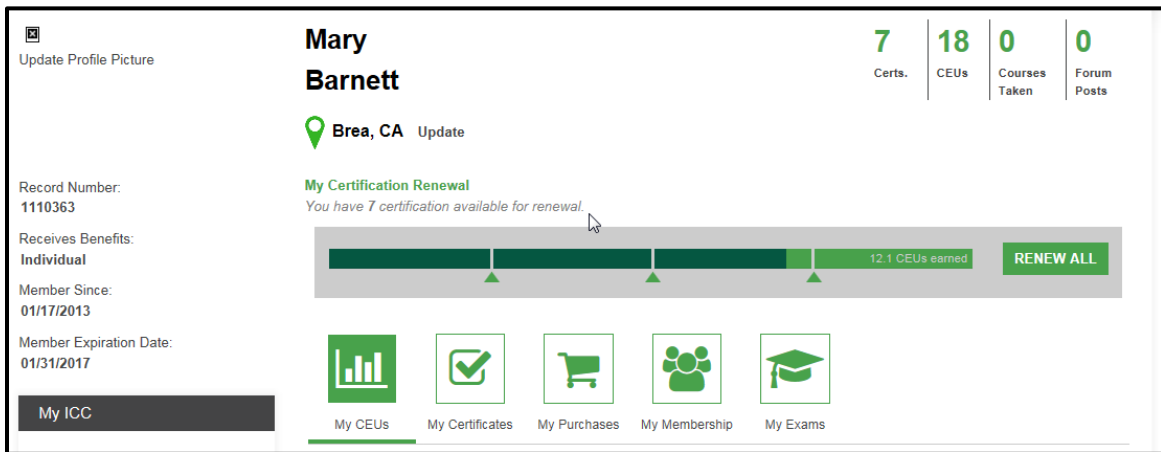


- 4.) Go back up to top menu bar, and select “myICC.” You can also access your myICC account by hovering over your name and click on “myICC.”



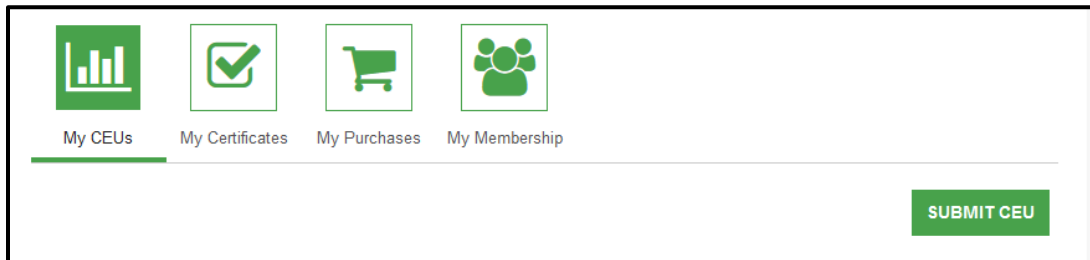
## Your myICC Dashboard

- 1.) On the myICC Dashboard, you will see your Record Number, your Member status, noted by whether you Receive Benefits and how long you have been a member.



The screenshot shows the myICC Dashboard for Mary Barnett. At the top right, there are four statistics: 7 Certs., 18 CEUs, 0 Courses Taken, and 0 Forum Posts. Below this, the user's name "Mary Barnett" is displayed, along with a location pin for "Brea, CA" and an "Update" link. On the left side, there is a "My ICC" button and a list of user details: "Record Number: 1110363", "Receives Benefits: Individual", "Member Since: 01/17/2013", and "Member Expiration Date: 01/31/2017". The main content area features a "My Certification Renewal" section with a progress bar showing "12.1 CEUs earned" and a "RENEW ALL" button. Below this are five navigation icons: "My CEUs", "My Certificates", "My Purchases", "My Membership", and "My Exams".

- 2.) To enter your CEUs, first scroll down and click "Submit CEU."



This close-up view shows the navigation menu with four icons: "My CEUs", "My Certificates", "My Purchases", and "My Membership". The "My CEUs" icon is highlighted with a green underline. To the right of the navigation menu is a green "SUBMIT CEU" button.

- 3.) When the Submit CEU window appears, click on the dropdown arrow to select the CEU Activity Option. If you have questions about these options, please review the ICC Renewal Bulletin found at [http://www.iccsafe.org/wp-content/uploads/Renewal\\_EIB.pdf](http://www.iccsafe.org/wp-content/uploads/Renewal_EIB.pdf)

# Entering CEUs

Select your CEU provider. Please note that each option has specific instructions.

The screenshot shows a 'Submit CEU' form with a dropdown menu open. The dropdown menu lists 13 activity options, with the first option selected: '01 Participation as a student or instructor in an onsite seminar or technical session delivered by ICC'. The form fields include: CEU Activity Option, CEU Role, CEU Provider, CEU Activity Name, CEU Activity Date, and Activity Quantity. There is a checkbox labeled 'By Clicking Save, I Certify That I've Accurately Represented This CEU Activity'. In the background, a table shows CEU entries with columns for Quantity, CEUs Reported, and Action.

Quantity	CEUs Reported	Action
1.00	1.00	⚙️ ✖️
2.00	2.00	⚙️ ✖️
0.70	0.70	⚙️ ✖️
0.60	0.60	⚙️ ✖️
0.90	0.90	⚙️ ✖️

## Option 01: Participation as a student or instructor in an onsite seminar or technical instruction delivered by ICC

- 1.) Choose your CEU Role (Student or Instructor)
- 2.) Type in **"ICC"** for the CEU Provider
- 3.) For the CEU Activity Name, type in the name of the ICC Technical Session that was delivered
- 4.) Enter your CEU Activity Date. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs)
- 5.) For the Activity Quantity, type in the number of hours for the activity—this will be the amount of CEUs counted for this activity. For instance, if it says .6 on your certificate put in 6 in this box to reflect the actual number of hours)
- 6.) Select the box, "By Clicking Save, I Certify That I've Accurately Represented This CEU Activity."

7.) Click Submit

The screenshot shows the 'Submit CEU' form with the checkbox 'By Clicking Save, I Certify That I've Accurately Represented This CEU Activity' checked. Below the checkbox are two green buttons: 'SUBMIT' and 'CLOSE'.

8.) A box will appear confirming that your CEU was updated successfully.

The screenshot shows a confirmation box titled 'Update CEU'. It contains the text 'CEU Updated Successfully' and a green 'CLOSE' button.

When you click Close, your CEU will display on your myICC Dashboard.

The screenshot shows a table on the myICC Dashboard with the following data:

2009 IRC Res Bldg Insp	International Code Council	<a href="#">Read more</a>	09/04/2014	5.00	0.50	⚙️ ✖️
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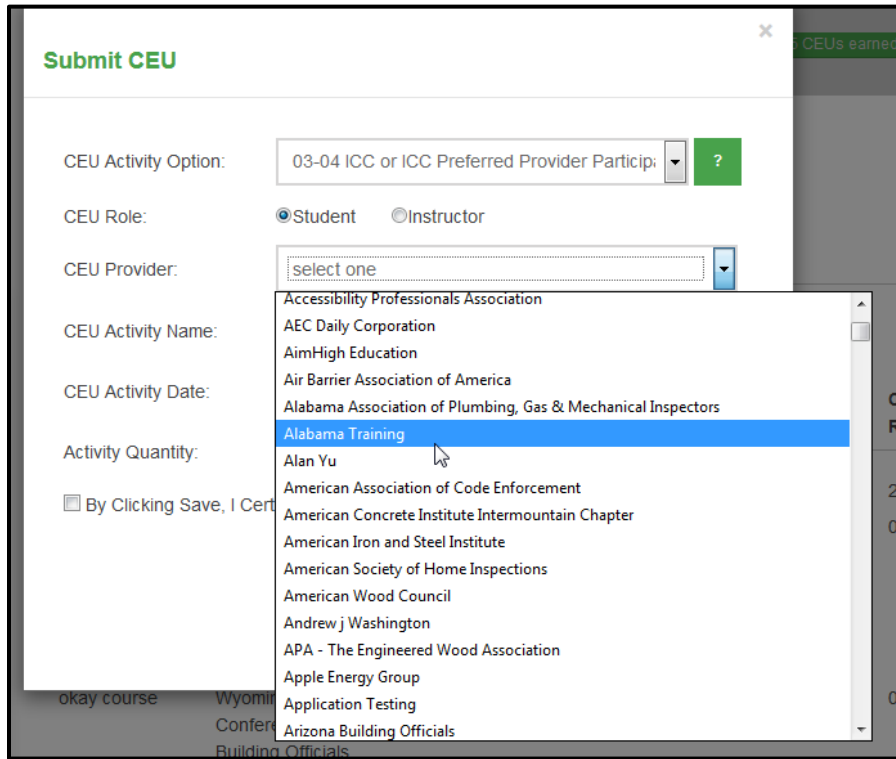
**Option 02: Online (eLearning) program delivered by ICC; includes ICC Online Campus**

Follow steps 2-8 from Option 1

**Options 03-04: ICC or ICC Preferred Provider Participation as a student or instructor for an onsite seminar/technical session or online (eLearning) program**

1.) Select your CEU Role.

2.) Select your CEU Provider. A dropdown menu will appear prompting you to choose one of the ICC Preferred Providers. If the Preferred Provider that you have is not listed, scroll down to the bottom and select **Other**. If you choose this, type in the name of the activity in the box for CEU Activity Name.



The screenshot shows a web form titled "Submit CEU". The form includes the following fields and options:

- CEU Activity Option:** A dropdown menu set to "03-04 ICC or ICC Preferred Provider Particip" with a green question mark icon.
- CEU Role:** Radio buttons for "Student" (selected) and "Instructor".
- CEU Provider:** A dropdown menu currently showing "select one". A list of providers is open, with "Alabama Training" highlighted in blue. Other providers listed include Accessibility Professionals Association, AEC Daily Corporation, AimHigh Education, Air Barrier Association of America, Alabama Association of Plumbing, Gas & Mechanical Inspectors, Alan Yu, American Association of Code Enforcement, American Concrete Institute Intermountain Chapter, American Iron and Steel Institute, American Society of Home Inspections, American Wood Council, Andrew j Washington, APA - The Engineered Wood Association, Apple Energy Group, Application Testing, and Arizona Building Officials.
- CEU Activity Name:** A text input field.
- CEU Activity Date:** A date input field.
- Activity Quantity:** A text input field.
- By Clicking Save, I Cert

If you choose one of the listed ICC Preferred Providers, the CEU Activity Name box will pop up a dropdown menu listing CEU Activity Names specific to that Preferred Provider. Select the activity that you attended. If the name of the activity that you have selected is not there scroll down to the bottom of the list and select **Other** so you can manually enter the activity name.

**Submit CEU**

CEU Activity Option: 03-04 ICC or ICC Preferred Provider Participi... ?

CEU Role:  Student  Instructor

CEU Provider: Arizona Building Officials

CEU Activity Name: select one

CEU Activity Date:

Activity Quantity:

By Clicking Save, I Cert...

select one

- 2012 and 2015 IRC and IECC Plan Review Workshop
- 2012 International Fire Code Fundamentals
- 2012 IRC Bracing, Section 602.10
- 2012 IRC Electrical Inspection**
- 2012 IRC Plumbing, Mechanical, and Fuel Gas Provisions
- 2012 NFPA 72 Fire Alarms
- 2014 NEC Hazardous Installations
- 2014 NEC Solar I Plan Review and Inspection
- 2014 NEC Solar II Advanced Inspection and Quality Control
- 2015 IBC Update
- 2015 IRC Electrical Inspections
- 2015 IRC Update
- 2015 Means of Egress
- ADA for Existing Buildings
- Applying the Provisions of 2012 IRC Bracing, Section 602.10
- ASHRAE 90.1

- 3.) Put in the CEU Activity Date: (NOTE: The date must be within the past three years or it will not count for CEUs) (you can use the calendar or click in the white area anywhere and the calendar will go away and you can type in the date mm/dd/yyyy)
- 4.) In this case, Activity Quantity will automatically populate to the proper amount of CEUs that were given for that specific activity.
- 5.) Select the box, "By Clicking Save..."
- 6.) Click Submit

By Clicking Save, I Certify That I've Accurately Represented This CEU Activity

**Option 5: Non-ICC or Non-ICC Preferred Provider Participation as a student or instructor for an onsite seminar/technical session or online (eLearning) program**

- 1.) Select your CEU Role.
- 2.) Type in the name of your CEU Provider.
- 3.) For CEU Activity Name, type in the name of the ICC technical Session that was delivered.
- 4.) Enter your CEU Activity Date. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs).
- 5.) For the Activity Quantity, type in the number of hours for the activity—this will be the amount of CEUs counted for this activity. For instance, if it says .6 on your certificate put in 6 in this box to reflect the actual number of hours).
- 6.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.”
- 7.) Press Submit. A box will appear confirming your CEU has uploaded successfully. Your newly entered CEU will display on your myICC Dashboard.

**Option 06: ICC Code Development Hearing(s) – in Person or via cdpACCESS**

- 1.) Type in “**ICC**” for the CEU Provider
- 2.) For the CEU Activity Name, type in the name of the ICC Technical Session that was delivered
- 3.) Enter your CEU Activity Date. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs)
- 4.) For the Activity Quantity, type in the number of hours for the activity—this will be the amount of CEUs counted for this activity. For instance, if it says .6 on your certificate put in 6 in this box to reflect the actual number of hours)
- 5.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.” Click Submit.

**Option 07: Passing a Brand New ICC/ACI/ASNT/AWS/NICET Certification Examination(s)**

- 1.) Type in your CEU Provider (ICC/ACI/ASNT/AWS/NICET)
- 2.) For the CEU Activity Name, type in the name of the ICC Technical Session that was delivered
- 3.) Enter your CEU Activity Date. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs)
- 4.) For the Activity Quantity, type in the number of hours for the activity—this will be the amount of CEUs counted for this activity. For instance, if it says .6 on your certificate put in 6 in this box to reflect the actual number of hours)
- 5.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.” Click Submit.

**Option 08: Teaching ICC Approved Academic Course(s)**

- 1.) Type in your name for the CEU Provider
- 2.) For the CEU Activity Name, type in the name of the ICC Technical Session that was delivered
- 3.) Enter your CEU Activity Date. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs)
- 4.) For the Activity Quantity, type in the number of hours for the activity—this will be the amount of CEUs counted for this activity. For instance, if it says .6 on your certificate put in 6 in this box to reflect the actual number of hours)
- 5.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.” Click Submit.

**Option 09: Participation in-house training session as code official, inspector, plans examiner, or technician**

- 1.) For the CEU Provider, type in the name of the Organization where you have obtained your in-house training in the past three (3) years. This would be training that was obtained with the organization that you work with by going over code updates, changes or information about items in the Construction field.
- 2.) For the CEU Activity Name, type **“In-house training”**
- 3.) Enter your CEU Activity Date, most likely the date you enter this option as a CEU. When you click on the box, a calendar will appear for you to select your date. (NOTE: This date must be within the past three years or it will not count for CEUs).
- 4.) For Activity Quantity, type **“1”** since you will obtain 1.0 CEUs for the past three-year period.”
- 5.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.” Click Submit.

**Option 10: ICC Committee or ICC Board Service**

- 1.) For CEU Provider, type in your name
- 2.) For CEU Activity, type in the Committee or Board Service you have completed
- 3.) For Activity Date, put in last date of year you were on that particular Board or Board Service.
- 4.) For Activity Quantity, enter the number of hours for that activity (maximum of 1.0 per year).
- 5.) Select the box, “By Clicking Save, I Certify That I’ve Accurately Represented This CEU Activity.” Click Submit.



**For Option 11: Participation as a student in an Accredited College, Technical, or Vocational Course(s)**

- 1.) For CEU Provider, type in name of the Accredited College, Technical, or Vocational School
- 2.) For Activity Name, type in the name of the course
- 3.) For Activity Date, type in date of course or last date of course taken (mm/dd/yyyy)
- 4.) For Activity Quantity, enter the amount of credits given for the course not to exceed 3.0 in a three year period.
- 5.) Select the box, "By Clicking Save, I Certify That I've Accurately Represented This CEU Activity." Click Submit.

**For Option 12: Publication of paper, book, or technical article**

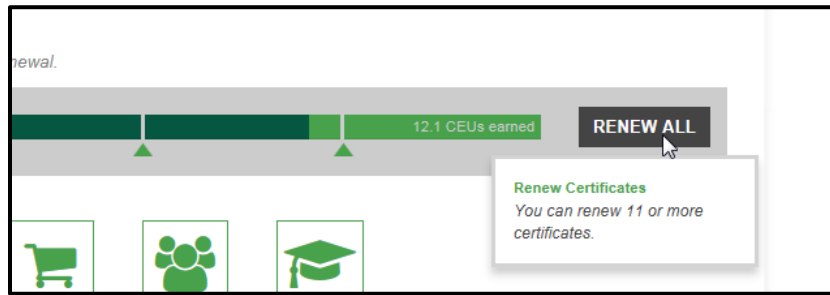
- 1.) For CEU Provider, enter your Name
- 2.) For CEU Activity Name, enter the title of the publication of paper, book or technical article
- 3.) For CEU Activity Date, enter the date it was published (mm/dd/yyyy)
- 4.) For Activity Quantity: enter "1" (there is a maximum of 3 in a three-year period)
- 5.) Select the box, "By Clicking Save, I Certify That I've Accurately Represented This CEU Activity." Click Submit.

**For Option 13: Completion of evaluation in role as an IAS Building Department Evaluator**

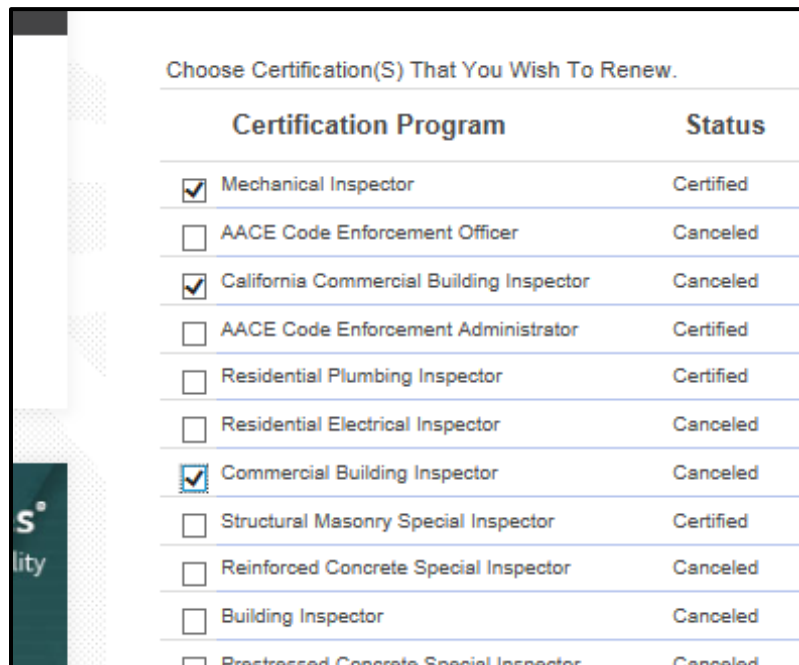
- 1.) For CEU Provider, enter your Name
- 2.) For CEU Activity Name, enter name of organization of evaluator
- 3.) For CEU Activity Date, enter the last date you were the evaluator mm/dd/yyyy
- 4.) For Activity Quantity, enter "1" for a three year period
- 5.) Select the box, "By Clicking Save, I Certify That I've Accurately Represented This CEU Activity." Click Submit.

# Selecting Certifications for Renewal

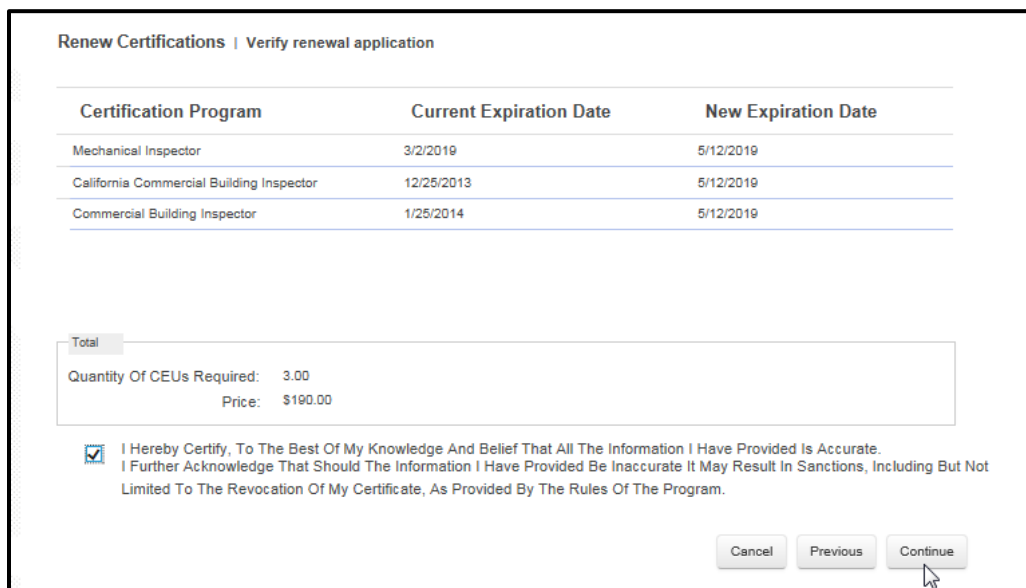
- 1.) Once you have entered your CEUs, scroll up on your myICC Dashboard and select the RENEW ALL box. When you hover over this button, it will state how many certifications you can renew.



- 2.) You will have the option to select which Certifications you want to renew.



- 3.) Click Continue
- 4.) Check the box "I Hereby Certify..." and click Continue again



# Submitting Renewal Payment

- 1.) The next screen will display your Shopping Cart for you to review your purchase(s). Click "Check-Out" once you are ready for payment.

Shopping Cart | View

item	quantity	price	total
Renew 1 Certification	1.00	85.00	85.00

Discount:  Discounts Applied: **Total:** 85.00  
Source Code:  **Balance:** 85.00  
Apply Discount Program   **Total To Apply:** 85.00

**Currency Converter**  
Currency:   **Converted Total:**

- 2.) The next screen will prompt you to select the Payment Method (select specific credit card type).

Shopping Cart | Payment

**Customer Information**  
Customer Name: Barnett Mary  
Phone: (562)699-0541 (3219)     
Fax: (562)908-5524     
Email: mbarnett@iccsafe.org

**Billing Information**  
Bill To: Barnett Mary  
Billing Contact: Barnett Mary   
Work Mailing: 5360 Workman Mill     
Mary Barnett  
5360 Workman Mill Rd  
Whittier, CA 90601-2256

**Payment Information**  
Payment Amount: 85.00  
Payment Method:    
  
Amex  
Discover  
Master Card  
Visa

- 3.) Press Continue. You may be prompted to enter your credit card number (no dashes or spaces) and your card's expiration date. Scroll down and press continue.

Shopping Cart | Payment

**Customer Information**

Customer Name: Barnett Mary

Phone: (562)699-0541 (3219)

Fax: (562)908-5524

Email: mbarnett@iccsafe.org

**Billing Information**

Bill To: Barnett Mary

Billing Contact: Barnett Mary

Work Mailing: 5360 Workman Mill

Mary Barnett  
5360 Workman Mill Rd  
Whittier, CA 90601-2256

**Payment Information**

Payment Amount: 85.00

Payment Method: Visa

Cardholder's Name: Mary Barnett

Credit Card Number: xxxxxxxxxxxxxxxx

Expiration Date: 2018/07

CVV:  credit card security code

Street Address: 5360 Workman Mill Rd

City/State/Zipcode: Whittier  CA  90601-2256

Email: mbarnett@iccsafe.org

Invoice Total: 85.00  
Net Amount Due: 85.00

- 4.) The next screen will display your final payment information for your review. When you are ready, click the “Submit Order” button at the bottom of the screen.

Shopping Cart | Confirm your order

item	quantity	price	total
Renew 2 - 5 Certifications	1.00	90.00	90.00
Certification Reinstatement Fee	1.00	100.00	100.00

**Shipping Information**

**Customer Name:** Barnett Mary  
Phone: (562)699-0541 (3219)  
Email: mbarnett@iccsafe.org

**Shipping Label:** Mary Barnett  
3060 Saturn St Ste 100  
Brea, CA 92821-1732

**Payment Information**

Payment Amount:	190.00	Net-Total:	190.00
Payment Method:	Visa	Net Applied:	190.00
Cardholder's Name:	Mary Barnett	Net-Balance:	0.00
Credit Card Number:	4444444444444444		
Expiration Date:	2017/09		

- 5.) Once you have submitted your order, you will be given a confirmation number and an option to print your receipt.

You have successfully submitted your CEU(s)! You can now go back to My ICC and view all of the Certifications you have selected that will be updated. You can view them by clicking on the My Certificates icon.

**My Certification Renewal**  
*You have 7 certification available for renewal.*

12.1 C

My CEUs   My Certificates   My Purchases   My Membership   My Exams

Notes:

- Please wait for the system to update your information. This may take overnight for the website cache to clear.
- Once your information is updated, your myICC dashboard will show the Expiration Date for each Certification you currently have (unless it is in an inactive status).