How to Enter CEUs and Submit Your Renewal Payment
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Logging In

1.) Go to 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.”

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.

![myICC Dashboard Image]

2.) To enter your CEUs, first scroll down and click “Submit CEU.”

![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.

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

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

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

![Submit CEU](image)

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.
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
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.

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

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.

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).