

# ICC PREFERRED PROVIDER PROGRAM MANUAL



**INTERNATIONAL  
CODE COUNCIL®**

People Helping People Build a Safer World®



# ICC Preferred Provider Program Manual

## Table of Contents

<b>Introduction and Historical Perspective .....</b>	<b>1</b>
<b>1.0 General Program Information.....</b>	<b>2</b>
1.1 Goals of the Preferred Provider Program .....	2
1.2 Purpose of the Preferred Provider Program.....	2
1.3 Description of a Preferred Provider.....	2
1.4 Benefits of Becoming a Preferred Provider .....	2
1.5 Benefits to Users of the Preferred Provider Program .....	4
1.6 Categories of Preferred Providers .....	4
1.7 Acceptable Types of Preferred Provider Content .....	5
<b>2.0 Provider Requirements.....</b>	<b>6</b>
2.1 Registration as a Preferred Provider.....	6
2.2 Registration of Individual Education Courses .....	7
2.3 On-site: Presentation of an On-site Preferred Provider Course .....	8
2.4 Online Webinars: Presentation of a Preferred Provider Live Presentation .....	8
2.5 Online On-demand: Presentation of a Preferred Provider Online On-demand Course .....	9
2.6 Presentation Guidelines.....	10
2.7 Additional Provider Requirements .....	11
<b>3.0 Responsibilities of the International Code Council .....</b>	<b>12</b>
3.1 Application Review .....	12
3.2 Directory of Providers.....	12
3.3 Schedule of Courses.....	12
3.4 Provider Information Site .....	12
3.5 Program Monitoring .....	12
3.6 Wall Certificate .....	13
<b>4.0 Audits and Appeals.....</b>	<b>13</b>
4.1 Audits of Training and Providers.....	13
4.2 Results of Audits .....	13
4.3 Allowance to Appeal .....	13
4.4 Appeal Process.....	13

<b>5.0</b>	<b>Definitions and Acronyms.....</b>	<b>14</b>
<b>Appendix A</b>	<b>Preferred Provider Resources .....</b>	<b>15</b>
<b>Appendix B</b>	<b>Annual Fee Schedule .....</b>	<b>21</b>
<b>Appendix C</b>	<b>Overview of ICC Certification Renewal Program .....</b>	<b>22</b>
<b>Appendix D</b>	<b>ICC Chapter Education Benefit Program.....</b>	<b>26</b>
<b>Appendix E</b>	<b>ICC Staff Contacts .....</b>	<b>28</b>
<b>Appendix F</b>	<b>Frequently Asked Questions.....</b>	<b>29</b>
<b>Appendix G</b>	<b>ICC Preferred Provider Logo Usage Criteria .....</b>	<b>33</b>
<b>Appendix H</b>	<b>Preferred Provider Application and Approval Process Flow .....</b>	<b>35</b>



## Introduction and Historical Perspective

The International Code Council (ICC) is a member-focused association dedicated to helping the building safety community, fire service and construction industry provide safe, sustainable, and affordable construction through the development and support of codes and standards used in the design, build and compliance process. Most U.S. communities and many global markets choose the *International Codes*® and ICC standards. ICC Evaluation Service (ICC-ES), a subsidiary of the ICC, has been the industry leader in performing technical evaluations for code compliance, fostering safe and sustainable design and construction.

The ICC (and its predecessor legacy organizations) has been providing quality education in support of building safety, fire prevention and code administration for several decades. The ever-increasing pace of change in technology, sciences, and building construction methodology, along with the continuous introduction of innovative products, has made it impractical for any single organization or entity to provide the necessary education and training demanded by various segments of the building construction industry and fire service. ICC intends to sharpen its focus on training in its core areas of expertise and establish new partnerships with other organizations, educators, and manufacturers to broaden educational opportunities in the extensive areas of construction, code and standard administration where quality training is needed. These partnerships are the basis of the ICC Preferred Provider Program (PPP).

## **1.0 General Program Information**

### **1.1 Goals of the Preferred Provider Program**

The Preferred Provider Program focuses on training opportunities offered by various categories of ICC-approved education Providers, as identified in Section 1.6, which collectively form the ICC Preferred Provide Network (PPN). The Program recognizes and promotes ICC-approved educational offerings by a variety of Providers as they relate to codes, standards and guidelines, as well as building construction materials, products and methods.

### **1.2 Purpose of the Preferred Provider Program**

The ICC Preferred Provider Program is designed to accomplish several goals:

- 1.2.1** Create an easily accessible network of extensive training opportunities from a variety of educational resources;
- 1.2.2** Provide access to quality training on specialty topics and building products that are beyond the ICC core training programs;
- 1.2.3** Provide increased quality and support for educational renewal requirements of the ICC Certification Program;
- 1.2.4** Enhance the relationship between ICC and educational Providers in support of building safety and innovation in building products and construction practices; and
- 1.2.5** Expand opportunities for maintaining high level of professional achievement demonstrated through obtaining ICC certification.

### **1.3 Description of a Preferred Provider**

Upon application and approval, education Providers will achieve ICC Preferred Provider (PP) status and become a part of the Preferred Provider Network (PPN). A wide range of education Providers make up the Network and include any ICC Chapter, individual, group, organization, association, jurisdiction, institution, company, or corporation that provides educational opportunities through one or more methods in the areas of code administration and compliance, building design and construction, materials and methods of construction, or similar areas through on-site presentations or online programs. More information can be found in Section 1.6.

### **1.4 Benefits of Becoming a Preferred Provider**

There are many important reasons that ICC Preferred Provider status benefits education Providers, including:



- 1.4.1 Connecting Preferred Providers to ICC members to create a vast network of educational opportunities.** The International Code Council has over 55,000 members who rely on educational and informational opportunities to stay current on varied aspects of building construction and use. The Program brings education Providers together with these members, as well as over 350 ICC chapters and 40,000 ICC-certified individuals, to greatly expand the amount and quality of available training needed to serve the significant needs. With a subscription base of more than 220,000 and database of over 450,000, significant access opportunities are available. ICC's periodic communication with its members and customer bases regarding the PPP and links to the PP website will facilitate the connection between ICC members and customers with Preferred Providers.
- 1.4.2 Leveraging a partnership between the Provider and ICC.** The Program exposes the services and products of education Providers to ICC's broad audience through a Provider directory, listing of Provider educational offerings, and links to Provider websites. In addition, the Provider can use the ICC Preferred Provider logo and brand for marketing purposes. See Appendix G for ICC Preferred Provider Logo Usage Requirements.
- 1.4.3 Support of ICC Certification Renewal Program.** The ICC certification program certifies over 14,000 code officials, inspectors, plan reviewers, permit technicians, special inspectors, and students every year in over 40 national examination categories. Such certifications must be renewed every three years, with renewal based primarily on participation in educational programs. Every year more than 12,000 individuals renew one or more of their certifications. To maintain a level of quality assurance for the credibility of the ICC certification renewal program, the use of ICC or Preferred Provider training is now required as a condition of all certification renewals. More information is available in Appendix C.
- 1.4.4 Participation in ICC Chapter Education Benefit Program (CEB).** Eligible ICC chapters are awarded chapter education benefits (CEB) that have historically been limited to ICC-provided training. The benefit has now been expanded so that chapters can choose to obtain educational services from a Preferred Provider as the chapter benefit with a significant reimbursement from ICC. More information on the CEB program can be found in Appendix D.
- 1.4.5 Chapter discounted prices for ICC publications.** Preferred Providers that choose to offer ICC publications as an integral part of their training offerings will be able to purchase such publications from ICC at ICC Chapter seminar prices. ICC Chapter seminar prices are generally 20 percent lower than ICC Member prices; however, actual pricing may vary based on the individual publication.

**1.4.6 Wall certificate.** Preferred Providers will receive a wall certificate from ICC in recognition of their initial approval as an ICC Preferred Provider.

## **1.5 Benefits to Users of the Preferred Provider Program**

Users of the Preferred Provider Program are able to benefit in a number of ways, including:

### **1.5.1 Provided with a comprehensive listing of available and relevant educational programs.**

Expanded topics and access to educational offerings will be available, both on-site and online, and are identified through a live training schedule located on the ICC Preferred Provider website. See Section 5.0 for definitions of on-site and online.

### **1.5.2 Opportunity to learn about products and services of PP.**

Users will have access to information about products, educational offerings, and other services of Preferred Providers and be able to develop new relationships and networking opportunities.

### **1.5.3 Utilize the Provider educational programs to gain ICC CEUs toward renewal of ICC certifications.**

ICC certificate holders are required to obtain a specified number of CEUs every three years in order to maintain their certifications. A portion of these CEUs must be obtained through Preferred Provider or ICC training, or both. Increased opportunities to gain the necessary CEUs are available to ICC certificate holders.

### **1.5.4 Guaranteed compliance of training for ICC CEUs.**

Those using the Preferred Provider Network for training are conveniently assured without any further research that the training they participated in qualifies for ICC CEUs.

## **1.6 Categories of Preferred Providers**

Education Providers become a part of the Network upon application to ICC and approval. To become a Preferred Provider, applicants must apply for Provider status in one of the following categories:

### **1.6.1 ICC Chapters:**

ICC Chapters include all chapters of the International Code Council that have obtained and maintain ICC Chapter eligibility.

### **1.6.2 Governmental and Nonprofit:**

Governmental units include municipalities, county, state and other jurisdictional units or agencies; nonprofit Providers include associations, public education institutions and similar nonprofit organizations.

### **1.6.3 Educator:**

Private for-profit education Providers include individuals, companies and private educational institutions and are classified as one of the following:



**1.6.3.1 Educator, Individual:** Includes those for-profit education Providers whose number of staff dedicated to education-related activities is limited to one individual and instruction is limited to 30 or fewer seminar days annually.

**1.6.3.2 Educator, General:** Includes those for-profit education Providers whose number of staff or number of instruction days exceeds the limits listed in the Individual Educator category.

**1.6.4 Industry:** Providers from industry include building product manufacturers, suppliers, distributors and others related to the industry.

**1.7 Acceptable Types of Preferred Provider Content**

Education offered by a Preferred Provider can be on-site, online, or both. See Section 5.0 for definitions of on-site and online training. The training, both on-site and online, is limited to the following topic areas:

**1.7.1 Building construction:** Training on subjects related to construction of buildings.

**1.7.2 Building products:** Training on subjects related to building products.

**1.7.3 Codes and Standards:** Training on subjects related to technical content of building construction codes and standards.

**1.7.4 Administrative, legal, and management:** Training on subjects related to the administration of building construction codes and standards and associated legal, communication, customer service, management, and other similar support topics.

**1.7.5 Design professional related:** Training on subjects related to building design in all disciplines of architecture, engineering and similar professional disciplines.



## 2.0 Provider Requirements

In order to become a Preferred Provider and maintain Preferred Provider status, each Provider must follow the criteria established in this Manual. For a brief outline of the key steps in the process, see Appendix H.

### 2.1 Registration as a Preferred Provider

Education Providers can apply as Preferred Providers on the ICC website. Applicants for PP recognition must complete and submit to ICC an application to identify their organization, group or company, as well as the Provider category in accordance with Section 1.6. The application is required to be updated annually during renewal based on the original application date.

In order to be approved as a Preferred Provider, applicants must identify the appropriate Provider categories as established in Section 1.6, provide training in one or more categories of Section 1.7, pay an annual fee in accordance with Appendix B, develop and maintain a roster of participants in each training event in accordance with Section 2.3, and be in compliance with all other provisions of this Manual. Approval is issued for the main entity applying for Preferred Provider status and is not valid for subsidiaries of the main entity. Multiple office locations of the same entity are authorized to operate under the PP status of the main entity.

Upon submittal of the application and fee, ICC staff shall review within 10 working days and inform the applicant of the result of compliance or noncompliance with this Manual. Upon approval, the Provider name will be added to the listing of active ICC Preferred Providers and a unique Provider number will be assigned. This Provider number will identify the PP throughout various portions of the submittal/presentation/recognition process, including the awarding and tracking of participant CEUs.

Once approved, Preferred Provider status is active for a one-year period based on the date of application approval by ICC. Preferred Providers can remain on active status through an annual renewal process provided the PP remains in good standing with ICC.

**2.1.1 Provider fees.** An annual fee will be required to apply for and become a part of the Preferred Provider Network. Fees are based on the Provider Categories as listed in Section 1.6. The fee shall be submitted at the time of application. The fee will be returned in full where the application for Preferred Provider status is denied. Provider status is maintained through renewal of the Provider on an annual basis. The number of courses a Provider can offer is not limited and there is no fee for course submission and approval. Annual fees are set forth in Appendix B.

**2.1.2 Provider designated contact.** Each Provider shall identify one individual as the primary contact, responsible for communication with ICC in regards to the Program and a



secondary contact in case the primary contact is not available. Providers shall notify ICC of any change in the contact individuals or applicable contact information.

## **2.2 Registration of Individual Education Courses**

Three types of training experience are ICC CEU-eligible under the Preferred Provider Program: on-site, online live presentations (webinar), and on-demand web-based training. Verification of completion of courses for the purposes of issuing ICC CEUs is accomplished by trainees obtaining an ICC PP certificate of completion in accordance with Sections 2.3, 2.4, and 2.5.

Each distinct education course must be submitted and approved in order to be eligible to provide CEUs through the Preferred Provider Program. The Provider shall submit each unique program to ICC for approval and issuance of a course number designation. Where a program is intended to be presented more than one time, there is no requirement for resubmitting the program for approval. Course submittals shall comply with the requirements of this section. Upon submittal ICC staff shall review within 10 working days and inform the applicant of the result of compliance or noncompliance with this Manual.

Submitted courses that have been approved and received a number designation may continue to be offered as long as they have not been changed substantially. When a course's content is changed significantly or updated to a new edition of a code or standard, it will be considered a new course and shall be submitted as a new course for approval and to receive a number designation.

**2.2.1 Submittal of presentation.** Each course to be approved for ICC CEU credit under the PPP shall be submitted and include the title and a general description of the Program. The general description must include the major topics and/or learning objectives of the course such that the general course content can be easily and accurately determined.

**2.2.2 Learning objectives.** Each course must have clearly identified learning objectives consistent with the course title and description. Such objectives must be incorporated in the course's general description.

**2.2.3 Awarding CEUs.** To be able to offer approved training and ICC CEUs, Providers must submit to ICC each course intended for the CEU purposes. Each course submittal shall identify the number of contact hours that are being offered. Course length may be as long as necessary to address the needs identified in the objectives with a minimum requirement of one hour. CEUs will be assigned by ICC based on actual contact hours of training, with 0.1 awarded for each contact hour of education.



## **2.3 On-site: Presentation of an On-site Preferred Provider Course**

- 2.3.1 Live schedule.** The presentation date and location of every on-site program may be entered by the PP in the designated location on the PP website in order to 1) allow for publication in the live schedule, which is populated immediately and automatically, and 2) provide a mechanism for ICC PP certificates of completion to be awarded to the participants. See Section 2.3.4, Attendee obtaining a certificate of completion, for the procedure to obtain the certificate of completion. Preferred Providers are not mandated to place their training events on the live schedule of ICC's website; however, in such cases, a certificate of completion shall be given to attendees in compliance with Section 2.3.4, Attendees obtaining a certificate of completion.
- 2.3.2 Course presentation.** On the day of the Preferred Provider on-site presentation, it is important that the Provider do everything possible to provide a positive learning experience for the attendees. In addition, the Provider shall identify and verify attendees and assist attendees in obtaining an ICC PP certificate of completion.
- 2.3.3 Class roster of attendance.** The Provider shall obtain a roster of the program attendees in order to identify the individuals in attendance. The roster shall include the Preferred Provider, title and identifying PPP designated course number, date and location of the on-site course, and number of CEUs offered. A downloadable roster template can be found in Appendix A. The roster of attendance shall be maintained by the Provider and submitted to ICC upon request.
- 2.3.4 Attendees obtaining a certificate of completion.** The day of the course, Providers are required to notify attendees of the procedure for obtaining a certificate of completion from the ICC PP website. At the end of the program, information regarding the process for linking to the PP website to obtain their certificate shall be given to the attendees who completed the program in its entirety. The information can be disseminated through a handout, via a PowerPoint slide, or both. In cases where the PP wishes to also give a certificate of completion of their own to the attendees, such certificates shall include, at a minimum, the list of information provided in Appendix A. Where the PP chooses not to enter their training event on the live schedule, the PP shall issue a certificate of completion of their own to attendees containing the information required in Appendix A.

## **2.4 Online Webinar: Presentation of a Preferred Provider Live Presentation**

- 2.4.1 Live schedule.** The presentation date of every webinar shall be entered by the PP in the designated location on the PP website in order to 1) allow for publication in the live schedule, which is populated immediately and automatically, and 2) provide a mechanism for ICC PP certificates of completion to be awarded to the participants. See



Section 2.4.3, Attendee obtaining a certificate of completion, for the procedure to obtain the certificate of completion. Preferred Providers are not mandated to place their webinars on the live schedule of ICC's website; however, in such cases, a certificate of completion shall be given to attendees in compliance with Section 2.4.3, Attendees obtaining a certificate of completion.

**2.4.2 Webinar presentation.** On the day of the Preferred Provider online webinar presentation, a number of steps must be taken by the Provider to ensure a positive experience. In addition, the Provider shall identify and verify attendees and assist attendees in obtaining an ICC PP certificate of completion.

**2.4.3 Attendees obtaining a certificate of completion.** The day of the webinar, Providers are required to notify attendees of the procedure for obtaining a certificate of completion from the ICC PP website. At the end of the webinar, information regarding the process for linking to the PP website to obtain their certificate shall be given to the attendees who completed the program in its entirety. The information can be disseminated via a PowerPoint slide. In cases where the PP wishes to also give a certificate of completion of their own to the attendees, such certificates shall include, at a minimum, the list of information provided in Appendix A. Where the PP chooses not to enter their training event on the live schedule, the PP shall issue a certificate of completion of their own to attendees containing the information required in Appendix A.

## **2.5 Online On-demand: Presentation of a Preferred Provider Online On-demand Course**

**2.5.1 Schedule.** The presentation type of on-demand shall be entered by the PP in the designated location on the PP website in order to 1) allow for publication in the schedule, which is populated immediately and automatically, and 2) provide a mechanism for ICC PP certificates of completion to be awarded to the participants. See Section 2.5.3, Attendee obtaining a certificate of completion, for the procedure to obtain the certificate of completion. Preferred Providers are not mandated to place their training events on the live schedule of ICC's website; however, in such cases, a certificate of completion shall be given to attendees in compliance with Section 2.5.3, Attendees obtaining a certificate of completion.

**2.5.2 Course presentation.** A number of steps must be taken by the Provider to ensure a positive experience. In addition, the Provider shall identify and verify attendees and assist attendees in obtaining an ICC PP certificate of completion.

**2.5.3 Attendees obtaining a certificate of completion.** Providers are required to notify attendees of the procedure for obtaining a certificate of completion from the ICC PP website. At the end of the program, information regarding the process for linking to the PP website to obtain their certificate shall be given to the attendees who completed the



program in its entirety. In cases where the PP wishes to also give a certificate of completion of their own to the attendees, such certificates shall include, at a minimum, the list of information provided in Appendix A. Where the PP chooses not to enter their training event on the live schedule, the PP shall issue a certificate of completion of their own to attendees containing the information required in Appendix A.

- 2.5.4 Reporting where certificate is not available.** In those situations where a certificate is not offered or otherwise available from the Provider for their on-demand course, the student shall submit a self-reporting form as provided in Appendix A. This form or the link to its download location from the ICC PP website shall be given to the attendees by the PP.

## **2.6 Presentation Guidelines**

- 2.6.1 Training quality.** Training delivery must be of high quality, based on the submitted description, and accomplish the learning objectives. Providers and their course instructors must present and follow the course as approved by ICC. Course materials, such as the PowerPoint and seminar book, must include the course title, description, and learning objectives and deliver the course to support the learning objectives. Some method of evaluation, such as completion of an evaluation form, quiz(zes), automated online feedback, or other similarly effective procedure, shall be performed by the PP in order to gain feedback from the attendees on key aspects of the training experience.
- 2.6.2 Endorsement of products and systems.** The promotion and/or discussion of products and other proprietary information for sole purpose of endorsement, marketing and sales are prohibited as part of the educational offering. Any presentation time devoted to such information shall not be applied toward the number of contact hours submitted for the course. Training on various technical aspects of products and systems is not prohibited as long as it is in compliance with Section 1.7.
- 2.6.3 Use of logos.** Logos, including the Preferred Provider Program logo and proprietary logos, are allowed only on the introductory slide and the last slide of the PowerPoint program, course workbook, and other instructional materials. See Appendix G for ICC Preferred Provider Logo Usage Requirements.
- 2.6.4 Copyright ownership of materials.** Providers must use their own developed training content unless they have obtained formal approval for the use of others' copyrighted materials. Proper recognition and credit must be given to those whose copyrighted material is used or licensed to be used. Distribution of industry technical manuals and supporting technical information is not prohibited.



**2.6.5 Speaker and developer qualifications.** Provider speakers and course developers must be qualified individuals with knowledge and expertise in the subject matter being taught. Related license or certification in the areas being taught is preferred but not required.

## **2.7 Additional Provider Requirements**

**2.7.1 Historic recordkeeping.** Providers must maintain records related to their PPP status and all other records related to the program and their courses to be able to submit as requested for audit or other purposes. Participant roster of attendees and related records must be maintained for at least five years from the date the course was offered.

**2.7.2 Marketing and use of logo and statements of compliance.** By becoming part of the Network, Providers are automatically issued a limited-use license by ICC for the use of the ICC Preferred Provider logo in connection with their approved educational offerings, with use permitted on the Provider's website, in marketing materials, on any course-related materials, and certificates of completion in compliance with Section 2.6.3, Use of logos, and in relation to educational offerings. See Appendix G for ICC Preferred Provider Logo Usage Requirements.

Providers may promote their education programs as ICC CEU Approved provided their status is active. Advertising courses and events as "Approval Pending" is not allowed and such courses will not be accepted as qualifying for ICC CEUs. Provider websites, marketing materials, course completion certificates, and other materials may contain the ICC Preferred Provider Logo, and partnership with ICC may be promoted as such. See Appendix G for ICC Preferred Provider Logo Usage Requirements.



## **3.0 Responsibilities of the International Code Council**

### **3.1 Application and course Review**

All applications for Preferred Provider approval shall be reviewed by ICC staff in a timely manner. Details regarding application to become a Preferred Provider are set forth in Section 2.1. The approval process for individual training courses submitted by Preferred Providers is established in Section 2.2.

### **3.2 Directory of Providers**

A directory of Providers will be maintained on the ICC website. Each directory entry includes a link to the Provider website or email address as submitted by the Provider. The directory may be in the form of a filtering tool on the live training schedule.

### **3.3 Schedule of Courses**

A live schedule of Preferred Provider on-site and online training courses will be maintained on the ICC PP website to identify upcoming Provider training opportunities. The schedule will identify the education Provider, training title and description, date and location when applicable, and number of CEUs approved.

### **3.4 Provider Information Site**

ICC will have a Preferred Provider Network page on its website to keep the updated information related to Providers and to provide the needed resources for Providers.

### **3.5 Program Monitoring**

Following the implementation of the Program, there will be continuous monitoring by ICC staff to make any needed adjustments and improvements. The ICC Professional Development Council (PDC) will also review and monitor the program implementation and progress, and it will instruct staff to make any adjustments and improvements as needed. The purpose of any changes or adjustments will be to make the Program more effective, user friendly, and beneficial to all users of the Program.

Members of the Preferred Provider Network are also encouraged to provide continuous feedback regarding the Program's effectiveness. All such feedback will be reviewed by staff to make any needed adjustments or improvements.

In accordance with the feedback process described above, the Program might be subject to periodic changes and adjustments. The purpose of all such changes is the improvement and strengthening of the Program without causing confusion or disruption of the Program.



### **3.6 PP Wall Certificate**

ICC will provide a one-time wall certificate to each approved PP, which will recognize participation in the PPP.

## **4.0 Audits and Appeals**

### **4.1 Audits of Training and Providers**

ICC is authorized to perform periodic and random audits of Provider training events, instructors, course materials, marketing activities, compliance with this manual and other related information. ICC auditors are authorized to attend Provider training programs, and they should be allowed to attend for audit purposes without a fee. ICC is also authorized to communicate with Provider training participants to receive evaluation of Provider education programs.

### **4.2 Results of Audits**

ICC shall send the results of audits to the audited Provider. ICC is authorized to disqualify and terminate the approved and active status of Providers based on the results of the audit if such results are poor, incorrect or misleading information is disseminated by the Provider, the Provider is in violation of any clause of this manual, or if the Provider does not cooperate with ICC's audit process and efforts. In cases where the audit results favor disqualification of PP status, ICC staff shall first communicate with and seek clarifications and explanations from the PP before making a final decision of qualification or disqualification.

### **4.3 Allowance to Appeal**

Providers may appeal a disqualification decision or other actions or decisions of the ICC staff in relation to their Provider course status. The ICC Education Committee is the body vested with the authority to hear and decide all Provider appeals. The decision of the Education Committee related to the Provider appeal is final.

### **4.4 Appeal Process**

Providers appealing to the Education Committee are required to complete an appeals application, which is included in Appendix A, and are encouraged to provide supplementary materials to be reviewed by the Committee. Appeals to the Education Committee are heard at the next regularly scheduled Committee meeting but not later than 60 days from the date the appeal application is filed. The meetings of the Education Committee for hearing the appeals will be in person, online, or by conference calls. The appellant is allowed to participate and present his or her position at the meeting. The status of the Provider course will remain inactive while the appeal is being processed and until the final decision of the Education Committee.



## 5.0 Definitions and Acronyms

### Definitions:

**Contact hours:** The actual number of hours dedicated to the educational presentation or activity.

**Course Number Designation:** A number assigned to a course upon approval that is unique to the Preferred Provider and the specific course approved.

**Online training:** Training that is conducted through the internet in the form of online courses, eLearning or webinars. Online training can be live or on-demand.

**Online live training:** Training that is conducted through the internet on a specific day and time and a moderator or presenter interacts with the audience.

**Online on-demand training:** Training that is housed on a server to be available 24/7 for anyone to sign up and continue to use as needed.

**On-site training:** Training that takes place face to face classroom style, as well as in other forms such as site visits and tours that are led by one or more instructors or presenters.

**Preferred Provider:** Applicants to the ICC Preferred Provider Program that have been granted PP Status in accordance with the rules and requirements of this Manual.

### Acronyms:

<b>CEB:</b>	Chapter Education Benefit
<b>CEU:</b>	Continuing Education Units
<b>EC:</b>	Education Committee
<b>ICC:</b>	International Code Council
<b>PDC:</b>	Professional Development Council
<b>PP:</b>	Preferred Provider
<b>PPN:</b>	Preferred Provider Network
<b>PPP:</b>	Preferred Provider Program
<b>SDO:</b>	Standards Developing Organization
<b>T&amp;E:</b>	ICC Training and Education Department



## **Appendix A**

### **Preferred Provider Resources**

#### **Information required on certificate of completion**

ICC Preferred Provider website issues certificates of completion to participants of Preferred Provider training events through a link and easy online process. In addition, Preferred Providers wishing to provide their own certificates of completion to the attendees shall include the below information, as a minimum, on the certificate:

1. Preferred Provider
2. ICC-issued PP course number
3. Education event title, date, and location (date for webinar and on-site only, and location for on-site only)
4. ICC PP logo
5. Attendee name
6. Total course CEU as assigned by ICC PPP

#### **Roster of attendance template**

**Preferred Providers may use a Roster of Attendance of their own to include the following minimum information:**

1. Preferred Provider
2. ICC-issued PP course number
3. Education event title, date, and location
4. Attendee name
5. Total course CEU as assigned by ICC PPP

#### **And for each attendee:**

Attendee Name

Affiliation

Sign-in

Sign-out

The sample roster shown on the following page may be used.



## Roster of Attendance

Preferred Provider: \_\_\_\_\_

ICC-issued PP course number: \_\_\_\_\_

Education event title, date and location: \_\_\_\_\_

Total course CEU as assigned by ICC: \_\_\_\_\_

[illegible]



## Appeals Application

In cases where ICC staff does not approve a PP course submittal, the PP Manual Section 4.0 allows for appeal of the decision. Appeals shall be filed by the applicant, and such appeal shall be heard by ICC Education Committee (EC) no later than 60 days after the appeals application was filed.

Appeals applications must be filed with ICC T&E by emailing below application to:  
Allison Street at [astreet@iccsafe.org](mailto:astreet@iccsafe.org).

### Type of Appeal:

Course Submittal

### Basis and Details of the Appeal:

Date appeal application submitted to ICC: \_\_\_\_\_

Preferred Provider: \_\_\_\_\_

Preferred Provider Representative: \_\_\_\_\_

Explain the basis of the appeal, reasons, explanations, and the related sections of the PP Manual:

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Include any additional information such as photos, graphics, computer screen shots, emails, or other supporting data and documentation.

### Documentation of the ICC Education Committee Decision:

Date appeal was heard by ICC EC: \_\_\_\_\_

Decision of the EC:

Uphold staff decision for disapproval; OR

Reject staff decision for disapproval, and approve

Reasons, explanations, and supporting materials for the decision: \_\_\_\_\_

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Date Appellant was informed of the EC decision: \_\_\_\_\_

## Training Attendee Self-Reporting Form (for online on-demand training events without certificate of completion)

For those online on-demand training events where the Preferred Provider does not provide a certificate of completion, the attendee shall complete below self-reporting form and email to ICC for review and approval at [PPP@iccsafe.org](mailto:PPP@iccsafe.org).

<b>Online On-demand Form for Attendance Verification</b>	
<b>Required Field</b>	<b>Detailed Information</b>
First and Last Name	
Email Address	
Name of the online on-demand training event completed	
Preferred Provider	
Date of completion	
Total number of contact hours	
List the training event objectives (minimum of 3)	1. 2. 3.
Write a paragraph about the importance of the training topic and its relationship to building safety (minimum of 200 words)	
Identify three critical topics covered in the training event	1. 2. 3.
Attendee signature attesting to participation and completion of the online on-demand training event	



## Calculating ICC CEUs

CEUs (Continuing Education Units) are given to a participant upon successful completion of a course.

### What are CEUs?

One (1) Continuing Education Unit (CEU) equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes on-site and online education events.

### What is a contact hour?

A *contact hour* is one hour of *interaction* between a learner and instructor, or between a learner and materials, which have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner. This definition applies for on-site interaction as well as online learning programs.

### How to Calculate CEUs

1. Identify the total number of contact hours. If it's not a whole number of hours, round down to a full hour.
2. Divide total contact hours by 10 to obtain the number of ICC CEUs.
3. This will result in CEUs being expressed in tenths of a CEU.

### Examples

- 12 contact hours equals 1.2 CEUs;
- 1 contact hour equals 0.1 CEU;
- A typical day of ICC training lasts 6 contact hours, which equal 0.6 CEU.

## ICC Preferred Provider Account Application

It is quick and easy to apply for Preferred Provider status and establish a user account. By providing the information requested below and submitting the applicable annual fee, an education provider will be timely reviewed for approval as a Preferred Provider.

Provider Type (check one):

- ☐ ICC Chapter      ☐ Governmental/Nonprofit      ☐ Individual Educator  
☐ Education Provider      ☐ Industry

Specialty (check one or more that apply to your education specialty):

- ☐ Building      ☐ Fire      ☐ PMG      ☐ Electrical  
☐ Accessibility      ☐ Energy      ☐ Sustainability      ☐ Pool and Spa  
☐ Sitework      ☐ Administration

Course Type (check one):

- ☐ In-person      ☐ On-Demand      ☐ On-line

Company name: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Company website: \_\_\_\_\_

Company description (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

Primary contact: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Secondary contact: \_\_\_\_\_

Secondary contact email address: \_\_\_\_\_

Secondary contact phone number: \_\_\_\_\_

☐ I have reviewed the Preferred Provider Manual and agree to comply with it.

☐ I certify that the information I have provided is accurate.

Account applications must be filed with ICC T&E by emailing this application to Preferred Provider email at [PPP@iccsafe.org](mailto:PPP@iccsafe.org).



## Appendix B

### Annual Fee Schedule

The fees set forth in the table are both the initial application fee as well as the annual renewal fee.

**Provider Annual Fee**

Provider Category <sup>1</sup>		On-site Only	Online Only	On-site and Online
ICC Chapter		\$200	\$200	\$320
Governmental and Nonprofit		\$500	\$500	\$800
Educator	Individual	\$450	N/A	N/A
	General	\$1,000	\$1,000	\$1,600
Industry		\$1,500	\$1,500	\$2,400

Note:

1. Provider Category descriptions, listed below, are also set forth in Section 1.6 of the Preferred Provider Manual.

**ICC Chapters:** ICC Chapters include all chapters of the International Code Council that have obtained and maintain ICC Chapter eligibility.

**Governmental and Nonprofit:** Governmental units include municipalities, county, state and other jurisdictional units or agencies; nonprofit Providers include associations, public education institutions and similar nonprofit organizations.

**Educator:** Private for-profit education Providers include individuals, companies and private educational institutions and are classified as one of the following:

**Educator, Individual:** Includes those for-profit education Providers whose number of staff dedicated to education-related activities is limited to one individual and instruction is limited to 30 or fewer seminar days annually.

**Educator, General:** Includes those for-profit education Providers whose number of staff or number of instruction days exceeds the limits listed in the Individual Educator category.

**Industry:** Providers from industry include building product manufacturers, suppliers, distributors and others related to the industry.

## **Appendix C**

### **Overview of ICC Certification Renewal Program**

The ICC National Certification Program (NCP) is the largest construction code-related credentialing program in the United States with several decades of history and experience. Certification Exams are developed in the highest secure process by Exam Development Committees (EDC) and are maintained with the highest quality standards. Government jurisdictions, third-party code administrators, and other professional organizations have used the ICC voluntary certifications as an effective tool to evaluate job knowledge, code knowledge, and the criteria for employment. Individuals with ICC certifications have enjoyed personal and professional growth and achievement with enhanced professional stature.

**Certification renewal:** Certifications must be kept up to date through a three-year renewal program. The fast pace of change in science, technology, innovation, and social trends are factors that make the certification renewal requirement important. For the same reasons ICC's *International Codes* (I-Codes) and many other referenced standards published by Standards Developing Organizations (SDO) are published on a three-year cycle. Certificate holders must therefore keep their certifications fresh and up to date by renewing every three years. Many options are available to obtain credits to renew so that enhancement of knowledge and keeping fresh with new codes and standards is easy and flexible. Certification renewal is accomplished through obtaining Continuing Education Units (CEU).

**CEUs required:** Number of CEUs required for certification renewal depends on the type of Certification and the number of certifications being renewed. As a general rule CEUs required in a three-year period for many certification categories is 1.5 units, which is equivalent to 15 contact hours (each contact hour equals 0.1 CEU). Special Inspector categories require 2.5 CEUs. Beginning January 2015, 20 percent of total required CEUs are required to be from ICC training or Preferred Provider Network training. This percentage will gradually increase to 50 percent by July 2016 and thereafter. For detailed information on the total number of CEUs required for various certification categories and portions that will be required to be from ICC training or Preferred Provide Network training, refer to the tables on pages 22 through 24.

**CEU Options:** Other options are available to obtain CEUs. This is intended to provide flexibility for certified individuals, make it as easy as possible to access relevant information, and increase the credibility of the certifications and certified individuals. As indicated above a certain percentage of the CEUs must be obtained through ICC or PPN training either on-site or online.



## ICC Recertification CEU Improvements and Methods for Obtaining CEUs

The number of required CEUs will not change in 2014.

<b>Certification Renewal Application Date: April 2014 – December 2014</b>		
<b>Number of Certificates Being Renewed</b>	<b>Total Number of CEUs Required</b>	<b>Minimum Number of CEUs Required through ICC or PPN Training</b>
1	1.5	0
2	3.0	0
3 or more	4.5	0
1 or more Special Inspector certificate	2.5	0
Code Official and Combination Categories (see Renewal bulletin for details)	4.5	0

Beginning in 2015, minimum amount of required CEUs will be reduced for some categories and increased for other categories. Also, 20 percent of CEUs must be earned from training by ICC or ICC's Preferred Provider Network (PPN).

<b>Certification Renewal Application Date: January 2015 – December 2015</b>		
<b>Number of Certificates Being Renewed</b>	<b>Total Number of CEUs Required</b>	<b>Minimum Number of CEUs Required through ICC or PPN Training*</b>
1	1.5	0.3
2 through 5	3.0	0.6
6 through 10	4.5	0.9
11 or more	4.5	0.9
Master Code Professional	4.5	0.9
Certified Building Official or Certified Fire Marshal	6.0	1.2

\*CEU rounded up to nearest 0.1.

From January through June 2016, 40 percent of the total amount of required CEUs must be earned from training by ICC or PPN.

<b>Certification Renewal Application Date: January 2016 – June 2016</b>		
<b>Number of Certificates Being Renewed</b>	<b>Total Number of CEUs Required</b>	<b>Minimum Number of CEUs Required through ICC or PPN Training*</b>
1	1.5	0.6
2 through 5	3.0	1.2
6 through 10	4.5	1.8
11 or more	4.5	1.8
Master Code Professional	4.5	1.8
Certified Building Official or Certified Fire Marshal	6.0	2.4

\*CEU rounded up to nearest 0.1.

On July 1, 2016 and after, 50 percent of the total amount of required CEUs must be earned from training by ICC or PPN.

<b>Certification Renewal Application Date: July 2016 and after</b>		
<b>Number of Certificates Being Renewed</b>	<b>Total Number of CEUs Required</b>	<b>Minimum Number of CEUs Required through ICC or PPN Training*</b>
1	1.5	0.8
2 through 5	3.0	1.5
6 through 10	4.5	2.3
11 or more	6.0	3.0
Master Code Professional	6.0	3.0
Certified Building Official or Certified Fire Marshal	6.0	3.0

\*CEU rounded up to nearest 0.1.

The below table shows the various methods and options of obtaining CEUs.

<b>Part 1: Options that qualify for the minimum % ICC or PPN training</b> (These options can be used for up to 100% of CEUs if desired.)		
<b>Option</b>	<b>Activity</b>	<b>CEUs</b>
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 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 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 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 webinars and other electronic-based training presented by the Preferred Provider.	0.1 for each hour of attendance
<b>Part 2: Options that qualify for the remaining % of CEUs</b>		
<b>Option</b>	<b>Activity</b>	<b>CEUs</b>
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 is related to code, building design/construction, and support activities.	0.1 for each hour of attendance

*continued on next page*



<b>Part 2: Options that qualify for the remaining % of CEUs (continued)</b>		
<b>Option</b>	<b>Activity</b>	<b>CEUs</b>
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 hour of attendance at hearings; 0.1 for each 3 hours of participation through cdpACCESS
7	Obtaining a new ICC certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, ASW, or NICET within the previous three years.	0.5 per certification
8	Instruction of a code-related or building design/construction-related course for an accredited institution*; courses can be counted twice per three-year period. Multiple offerings of the 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	Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEU annually.	0.5 per committee
11	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
12	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 title
13	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 education agency accredited by the International Association of Continuing Education and Training (IACET).

The ICC Board of Directors, with input from the Board for International Professional Standards (BIPS), discussed and agreed to the program revisions to support raising the profile of code officials, certified individuals, and other building safety professionals.

## **Appendix D**

### **ICC Chapter Education Benefit (CEB) Program**

#### **General:**

1. 2015 Chapter Education Benefit (CEB) provides an education voucher (Voucher) to offer additional flexibility and options to ICC Chapters (Chapter) for training opportunities.
2. Chapters can use their Voucher to obtain training in one of two ways:
  - 2.1 Obtain a one-day training through an ICC Preferred Provider\* or
  - 2.2 Obtain one day of ICC training.
3. Available ICC training will include an increased number of topics and options.
4. Chapters may donate their Voucher to another Chapter; however, no more than three Vouchers may be combined for a single training event.
5. The Voucher is valid for one calendar year. It cannot be accumulated or carried over from one year to the next, and it expires December 31 of each year.
6. The Voucher will be provided to Chapter upon verification of eligibility by ICC Member Services Department (MS).

\*This Chapter Education Benefit Policy is effective January 1, 2015. The ICC Preferred Provider Program is planned to debut in the Fall of 2014.

#### **Preferred Provider Training:**

1. The value of the Voucher for one day of Preferred Provider training will be up to \$1,200.
2. A reimbursement form is provided to be completed by Chapters and submitted to ICC Training and Education Department (T&E) along with the Voucher and training invoice.
3. Chapters will hire and pay the PP directly and submit to T&E for reimbursement.

#### **ICC Training:**

1. Chapters will submit their Voucher to the T&E to request an ICC training day.
2. ICC training is good for a single day of any ICC seminar(s). These include most seminars in STANDARD, FLEX or PREMIUM category. (See the bottom of this document for descriptions of STANDARD, FLEX and PREMIUM.) See Item 5 below for special cases.
3. Due to popular demand, the PowerPoint program will be included in PDF format free of charge to be distributed by each Chapter to attendees. The STANDARD category does not have workbooks. In the FLEX category, seminar workbooks are not required but may be purchased. In the PREMIUM category, premium seminar workbooks are required and must be purchased. Chapters are eligible for substantial discounts when they purchase seminar workbooks.
4. Two half-day seminars may be scheduled on the same day in place of one full-day seminar. The topics of the two half-day seminars, however, must be related to one code so that only one ICC instructor needs to be scheduled.



5. Certain seminars are beyond the scope of this policy and cannot be used, such as those that are contracted through other associations or where special circumstances exist (e.g., Electrical and Legal seminars).
6. ICC training days will use ICC staff instructors assigned by T&E. If ICC staff instructors are not available, ICC contract instructors will be assigned by T&E. Assignment of instructors is at the discretion and the responsibility of T&E depending on instructor availability. Requests for specific instructors will be considered based upon these criteria but these requests cannot be guaranteed.
7. An ICC training days must be requested for scheduling at least 30 days in advance of seminar delivery date.

**Contact Information:**

ICC Main Phone Number: 1-888-422-7233

Member Services: Karla Higgs at extension 5268;  
Email: [khiggs@iccsafe.org](mailto:khiggs@iccsafe.org)

Training and Education: Allison Street at extension 4430;  
Email: [astreet@iccsafe.org](mailto:astreet@iccsafe.org)

**Hire ICC to Teach Seminar Categories:****STANDARD:**

Includes a PDF of the PowerPoint presentation that can be distributed to attendees—no workbook exists.

**FLEX:**

Choice of either a PDF of the PowerPoint presentation or seminar workbooks. The seminar workbook option also includes the PDF PowerPoint presentation that the Chapter can distribute to attendees. (Seminar workbooks are available to Chapters at chapter-discounted prices.)

**PREMIUM:**

Premium seminar workbooks are part of the program and must be purchased (available to Chapters at chapter-discounted prices). A PDF of the PowerPoint presentation is also included, which can be distributed to attendees.

## **Appendix E**

### **ICC Staff Contacts**

Allison Street, Manager of Training and Education  
888-422-7233, extension 4430  
[astreet@iccsafe.org](mailto:astreet@iccsafe.org)

Doug Thornburg, VP of Education and Certification  
888-422-7233, extension 7224  
[dthornburg@iccsafe.org](mailto:dthornburg@iccsafe.org)

Hamid Naderi, SVP of Product Development  
888-422-7233, extension 7716  
[hnaderi@iccsafe.org](mailto:hnaderi@iccsafe.org)



## Appendix F

### Frequently Asked Questions

1. **Why did ICC create a Preferred Provider Program?** The building construction industry is vast, involving many fields of science, technology, construction materials, building components, methods of construction, legal, management, finance, codes, standards, guidelines, best practices, and more. Relevant training in these and other building construction-related topics are important to the entire construction industry and building safety community, and they should be encouraged, given due credit, and allowed to count toward ICC CEUs. Since no one entity or industry, including the ICC, is able to provide relevant and effective training in all of the building construction and code administration fields, ICC created partnerships with other reputable training Providers to facilitate the availability of diverse training. These partnerships are organized in the form of the Preferred Provider Program.
2. **What are the main goals of the Preferred Provider Program?** The ICC Preferred Provider Program is intended to accomplish several goals:
  - Create an easily accessible network of extensive training opportunities from a variety of educational resources;
  - Provide access to quality training on specialty topics and building products that are beyond the ICC core training programs;
  - Provide increased quality and support for educational renewal requirements of the ICC Certification Program; and
  - Enhance the relationship between ICC and educational Providers in support of building safety and innovation in building products and construction practices.
3. **Is this a mandatory program for all trainers?** No. The Preferred Provider Program is not mandatory for anyone. Those who desire to provide training that qualifies for ICC CEUs and receive the benefits of the program may sign up and become a Preferred Provider.
4. **What is the benefit of the program for Preferred Providers?** There are many benefits to Providers, including:
  - Connecting Preferred Providers to ICC members and constituencies to create a vast network of educational opportunities. ICC has a membership base of over 55,000 and a constituency database of over 450,000. ICC outreach to our members and constituencies on the Preferred Provider Program will create an improved connection between Preferred Providers and ICC members and constituencies.
  - Leveraging a partnership between the Provider and ICC, the Program exposes the services and products of education Providers to ICC's broad audience through a Provider directory, listing of Provider educational offerings, and links to Provider websites.
  - Support of ICC Certification Renewal Program by providing ICC CEUs.

- Participation in ICC Chapter Education Benefit Program. Eligible ICC Chapters are awarded education benefits that have historically been limited to ICC-provided training, but the benefit has now been expanded so that Chapters can choose to use educational services from a Preferred Provider as the Chapter benefit with reimbursement from ICC.
  - Capability of providing training on various products and methods of construction or installation to count toward ICC CEUs. Many in the industry have such training currently available and offered for free or a nominal fee.
  - Authorized to purchase ICC publications for training events at chapter-discounted prices. Chapter prices are up to 20 percent lower than ICC member prices.
5. **What is the benefit of the program to those seeking training?** There are many benefits to those seeking training, including:
- A comprehensive listing of relevant educational programs and expanded access to educational offerings is available. These include available training, both on-site and online, and are identified through a live training schedule on the ICC Preferred Provider website at [www.iccsafe.org/PPP](http://www.iccsafe.org/PPP).
  - Users have access to information about products and services of Preferred Providers.
  - Increased opportunity to create a relationship and network with ICC Chapters, industry, and other Preferred Providers.
  - Utilization of Preferred Provider educational programs to gain ICC CEUs as required for renewal of ICC Certifications.
  - Access to a vast training network on-site or online that might be available for free or a very nominal fee and count toward certification renewal.
  - Confidence in courses that qualify for ICC CEUs without having to do an extensive search of the education provider qualifications.
6. **Can ICC Chapters become Preferred Providers?** Yes. ICC Chapters have been and will continue to be an important partner and major player in educational offerings to ICC members and others in the building construction and building safety industry.
7. **Who else can become a Preferred Provider and what are the associated fees to become a Preferred Provider?** Preferred Providers will pay one fixed annual fee, and there are no other fees associated with the number of courses a provider presents or the number of students that participate. Categories of Preferred Providers available and related fees are as follows:
- ICC Chapters—Annual fee: \$200 for on-site only; \$200 for online only; \$320 for on-site and online
  - Government and Nonprofit—Annual fee: \$500 for on-site only; \$500 for online only; \$800 for on-site and online
  - For-Profit Educator:
    1. Educator, Individual—Annual fee: \$450 on-site only



- 2. Educator, General—Annual fee: \$1,000 for on-site only; \$1,000 for online only; \$1,600 for on-site and online
  - Industry—Annual fee: \$1,500 for on-site only; \$1,500 for online only; \$2,400 for on-site and online
8. **What is the process for becoming a Preferred Provider?** A Preferred Provider website is available to facilitate an easy and user-friendly process for Preferred Providers to sign up and list their courses for approval. Once approved by ICC, the courses will automatically populate into a live calendar or schedule.
9. **Is there a fee for becoming a Preferred Provider?** There will be a fee to fund the process, staffing, support, website hosting, management, and maintenance. There will NOT be any per-course or other fees, only a fixed annual fee. The fee is very reasonable, slightly different for each Provider category, and very nominal for ICC Chapters. See question 7 for fee details.
10. **Is there a fee for those who seek training as a result of Preferred Provider Program?** The Preferred Provider program has no fees for those seeking training. Students will only pay the fee that the Preferred Provider charges for their class, which is similar to any other training event.
11. **Was there any input by ICC Chapters or others in the development of this program?** Yes. There was communication with and feedback from ICC Chapters. ICC Chapters had great comments, questions, and suggestions. The feedback from Chapters was mostly positive and supportive. A stakeholder group was also formed from across the country from potential Preferred Providers in different categories of ICC Chapters, Government, Associations, For-Profit Educators, and Industry. The stakeholder group reviewed the program details, addressed major issues, evaluated the feedback from ICC Chapters, and helped ICC formulate a final draft of the program. The ICC Professional Development Council that consists of the Education Committee and the Certification Committee reviewed, discussed, and provided feedback. The program was approved by the ICC Board of Directors at their September 2014 meeting in Fort Lauderdale, Florida at the ICC Annual Conference.
12. **What is the effective date for the Preferred Provider program?** The program debuted in the Fall of 2014.
13. **What is the ICC review turnaround time for Preferred Provider approval and course approval?** ICC will review Preferred Provider applications within 10 business days. Likewise, courses submitted for approval will be reviewed within 10 business days after submission.
14. **Will instructors for each Preferred Provider need to be approved?** No. ICC is approving courses but will not approve instructors. The program requires Providers to use qualified trainers for the relevant subject matter. An instructor is considered as a representative of the Preferred Provider. Upon audit, if a Preferred Provider instructor is found to be unqualified or otherwise



does not reflect the expectations of the Preferred Provider Program, the Preferred Provider or the individual course could be disapproved and disqualified by ICC staff.

**15. Will all training courses from Preferred Providers need to be included in the live schedule?** No.

If a Preferred Provider does not want a particular training event to be on the live calendar, whether it's for a private group training contract or some other reason, the course does not need to appear in the live calendar.

**16. Will training events prior to implementation of the PPP be recognized for ICC CEUs obtained from a PP?**

Yes. Such training events will be recognized if both of the following conditions are met:

1. Individuals renew their certification between January 1, 2015 and December 31, 2015; and
2. The education Provider becomes an ICC PP prior to January 1, 2015.

**17. Are Preferred Providers limited in the type of topics on which they can provide training?** There

is no limitation in the type of topics Preferred Providers can teach, except that the topics must be relevant and in areas of building construction, building products, codes and standards, administrative, legal, and management, and design professional related. For details refer to Section 1.7 of the ICC Preferred Provider Manual.

**18. How do courses qualify for approval and what materials and information do Preferred Providers need to submit to ICC for their courses to be approved?**

Courses must be related to building construction and building/occupant safety and other supportive subjects. The Preferred Provider Manual identifies five main areas of content: building construction; building products; codes and standards; administrative, legal, and management; and design professional related. In order to qualify each course must have a title, description, learning objectives, and quality content in the areas mentioned. The course title and description are the items that need to be submitted to ICC for review. The course description should include the learning objectives. Types of courses that will not be granted approval include those addressing subject matter outside the scope permitted by the Program, those whose primary goal is emphasis on a specific product or proprietary method, or those that teach to pass a certification examination.

**19. Will the Preferred Provider Program be subject to any changes or revisions in the future?** The

Program will be monitored by ICC staff, the Education Committee, the Professional Development Council, and the Preferred Provider Stakeholder Group on a continuing basis with the goal of improving and making the program more effective and user friendly.

**20. Will there be any opportunities for interested parties to provide feedback to ICC regarding the Preferred Provider Program?**

Any interested individual or entity can provide feedback to ICC by emailing [PPP@iccsafe.org](mailto:PPP@iccsafe.org). Comments and recommendations for improvement will be discussed by the appropriate committees.



## **Appendix G**

### **ICC Preferred Provider Logo License**

As the world's leading authority on building safety, the ICC® logo signifies our long-standing commitment to ensure the safety of buildings where we live, work and play in communities around the world. ICC Preferred Providers may use the ICC Preferred Provider logo to signify their agreement/commitment to building safety through education excellence approved for use in the Preferred Provider Program of the ICC. Use of the logo requires your acceptance of both the legal and graphic guidelines pertaining to its use.

**ICC Logo Style Guide.** Please consult the ICC Logo Style Guide ([www.iccsafe.org/logoguide](http://www.iccsafe.org/logoguide)) when referencing the ICC Logo in your materials.

#### **Licensing Agreement**

PLEASE READ THE FOLLOWING AGREEMENT TERMS CAREFULLY BEFORE USING THE ICC PREFERRED PROVIDER LOGO. USE OF THIS LOGO IS EXPRESSLY SUBJECT TO AND CONDITIONED ON YOUR AGREEMENT TO THESE TERMS. IF YOU DO NOT AGREE TO ABIDE BY THESE TERMS, DO NOT ACQUIRE OR USE THE ICC Preferred Provider LOGO.

THE ICC PREFERRED PROVIDER LOGO IS PROTECTED UNDER UNITED STATES AND INTERNATIONAL TRADEMARK LAW. USE OF THIS MARK, OTHER THAN IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT OR AS OTHERWISE AUTHORIZED BY LAW, IS STRICTLY PROHIBITED, MAY CONSTITUTE INFRINGEMENT OF ICC'S PROPRIETARY RIGHTS AND MAY BE ACTIONABLE UNDER RELEVANT CIVIL AND/OR CRIMINAL LAWS.

#### **License Grant**

ICC hereby grants a nonexclusive, nontransferable license to use the ICC Preferred Provider logo in accordance with the following ICC Corporate Identification Guidelines:

1. Preferred Providers—ICC Preferred Providers may use the logo on brochures, advertisements, websites, business collateral and exhibit displays for the purpose of signifying their approved participation in the Preferred Provider Program for education to ICC Members, customer and certification holders.
2. Users agree not to revise or alter the logo in any way.
3. Use of the ICC Preferred Provider logo does not imply approval or endorsement of any products or services other than compliance of Preferred Provider training courses that have been approved by ICC under the Preferred Provider Program Manual.
4. ICC is and remains the sole owner of the ICC Preferred Provider logo and trademark(s). By entering into this nonexclusive license, the user does not attain any interest in the logo.
5. ICC reserves the right to alter or amend these guidelines at any time and without notice to the user.

6. Users agree not to use the ICC Preferred Provider logo in any manner likely to confuse, mislead, or deceive the public, or to be adverse to the best interests of the ICC.
7. Users agree not to use the ICC Preferred Provider logo in any offensive manner, including but not limited to, its use on pornographic and/or slanderous websites.
8. Users further agree not to register or file applications to register the ICC Preferred Provider logo or name substantially similar thereto.
9. Users agree that the ICC Preferred Provider logo is proprietary to the ICC and that the ICC maintains all rights, title, and interest thereto including, without limitation, all intellectual property and other proprietary rights.

### **Termination of License**

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### **Acceptance Agreement**

Your use of the ICC Preferred Provider Logo shall be deemed as your acceptance of the terms and conditions of this logo license agreement.



## **Appendix H**

### **Preferred Provider Application and Approval Process and Flow**

This appendix provides a summary of the Preferred Provider Program process.

1. Registration as a Preferred Provider (Application Submittal)
  - 1.1. Provide identity
  - 1.2. Provide category
  - 1.3. Provide Preferred Provider content training
  - 1.4. Designate a primary and secondary contact
  - 1.5. Pay fee
2. ICC to review application
3. Approval
  - 3.1. Active for one year from date of application approval
  - 3.2. Provider added to list of Preferred Providers
  - 3.3. Unique Preferred Provider number is assigned
4. Post Approval
  - 4.1. Provider to register individual education courses
    - 4.1.1. Submit course/training for approval
    - 4.1.2. Provide title and description of the Program
    - 4.1.3. Identify learning objectives
    - 4.1.4. Identify contact hours
  - 4.2. Provider will receive course number designation
  - 4.3. Provider to maintain good standing with ICC
  - 4.4. Provider to pay annual renewal fee
  - 4.5. Provider to maintain Roster of Participants
  - 4.6. Provider to update primary and secondary contact information