

IIBEC CEH Approval Program for Education Providers

Organizations that wish to offer education programs approved for IIBEC continuing education hours (CEHs) must maintain an annual *Education Provider* account. Individual courses must continue to be submitted, reviewed, and approved using the **IIBEC Request Form for CEHs**. Organizations will be billed annually based on the number of education courses approved by IIBEC. An overview of education courses approved and the number of IIBEC CEHs for each course will be provided with the renewal invoice.

Example: If an organization has 16 individual courses that have each been approved by IIBEC for CEHs, regardless of the number of CEHs granted for each course or the duration of the program, the organization will be billed as a **Tier 3** Education Provider, based on the number of approved courses.

Annual Fee Schedule for IIBEC CEH Approved Education Providers

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
\$500	\$750	\$1,000	\$1,800	\$2,500
1-5 courses approved	6-10 courses approved	11-20 courses approved	21-50 courses approved	51+ courses approved

IIBEC CEH Approved Education Provider Benefits

- Eligible to offer attendees IIBEC CEHs
- Use of the IIBEC CEH Approval stamp (see right) on program materials
- Approved education courses listed on the IIBEC website
- Exclusive marketing and education promotion from IIBEC
- Preferred continuing education provider for IIBEC registrants



IIBEC CEH Providers will be invoiced annually in the Fall for education courses promoted by IIBEC during the following year. Provider fees are due by December 31 each year.

CEH Approval Process

To obtain program approval for IIBEC Continuing Educational Hours (CEHs), please submit the following information at least 45 days prior to your event:

- **Name of program**
- **Date**
- **Location**
- **Program description, including three learning objectives**
- **Program agenda, including length of program**
- **Bio on each speaker**



A fillable PDF form is available online or upon request.

The information will be reviewed, and you will be notified of the program's approval status within 30 days. To be acceptable, the event must be technical in nature (not sales oriented or product-specific); related to the roofing, exterior walls and/or waterproofing industries; and pertinent to those who seek or hold IIBEC designations. Information presented must be applicable across all product lines. Technical programs must be at least one hour in length.

If the program is approved, upon completion of the program, please provide attendees with a certificate from your organization stating the program name, attendee's name, attendance date, and number of IIBEC CEHs as documentation of attendance.

To receive IIBEC CEH credit, please encourage attendees to self-report CEHs earned in their IIBEC profile online.



Please direct questions to:

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