IIBEC CEH Approval Program
Frequently Asked Questions

Q: I have an IIBEC designation; must my CEHs now come from an IIBEC approved education provider?

A: No, IIBEC registrants are welcome to complete CEHs from a wide variety of sources, including courses that have not been previously approved by IIBEC. *IIBEC Approved Education Providers* are preferred sources for CEHs, as these courses have been vetted and approved, and attendees are guaranteed to receive full CEH credit.

To be acceptable IIBEC CEHs, the course must meet the following guidelines:

*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.*

Q: How will this program impact IIBEC registration holders?

A: There will be no direct impact, except for an easier process to identify external education programs that are pre-qualified for IIBEC CEHs. The goal is to make qualified industry education offerings more available, shareable, and searchable for IIBEC registrants seeking CEHs.

Q: Who pays the education provider fee and for what purpose?

A: External organizations that wish to be designated as *IIBEC Approved Education Providers* must pay an annual CEH provider fee and obtain course approval for CEHs. These providers will be eligible to offer attendees pre-approved IIBEC CEHs, use the approval stamp on marketing materials, have the education program(s) listed on the IIBEC website, and receive exclusive marketing and education promotion from IIBEC.

Q: Do IIBEC affiliated chapters, branches, or regions pay dues to become an *IIBEC Approved Education Provider* for CEHs?

A: No, IIBEC affiliated chapters, branches, and regions are exempt from IIBEC CEH Approval Program dues. Nothing has changed with regard to IIBEC affiliated chapters providing education. As always, chapters, branches, and regions must submit education courses using the CEH approval form to IIBEC HQ for review and approval. This form includes the name of the program, date, location, program description with three learning objectives, program agenda, length of program, and bio of each speaker.
Q: Do IIBEC affiliated chapters need to submit the CEH approval form?

A: Yes, it is very important that IIBEC affiliated chapters inform IIBEC HQ of scheduled education programs by using the CEH approval form and sharing course details. This allows HQ to assist with tracking, promotion, and assistance. Please submit the CEH approval form at least 45 days prior to the event.

Q: How does the tier system work for IIBEC Approved Education Provider dues?

A: There are five (5) tiers of dues based on the number of active courses approved by IIBEC from a single organization. Pricing is based on approved courses, not on the number of CEHs or length of the program. IIBEC staff review the content of each course and track each course independently, regardless of CEHs awarded or duration of program. This is an annual dues program. Fees are due December 31st for education courses offered the following calendar year.

Q: How does my company become an IIBEC Approved Education Provider?

A: Please use the fillable CEH approval form to begin submitting education courses for review and approval. These will be tracked in our database. An annual review and audit is completed each year to monitor education providers, the number of courses approved for each provider, the number of CEHs assigned to each course, and general tracking of data. New IIBEC Approved Education Providers will be added to the roster during this annual review phase and notified of tier status.

Q: When can I use the IIBEC CEH approval stamp on education course material?

A: Once the CEH approval form has been submitted, reviewed, and approved, then the IIBEC CEH approval stamp is issued with the correlating number of CEHs. The issued CEH approval stamp is only to be used for that approved education course.

Q: My company is an IIBEC Approved Education Provider. Do I need to resubmit education courses each year for approval?

A: Previously approved courses do not need to be resubmitted each year unless the course content, learning objectives, or speakers have changed. Education providers will be provided a comprehensive list of approved education courses with their annual renewal invoice. Also, please notify IIBEC HQ if previously approved courses have been discontinued.

Q: What are the benefits of being an IIBEC Approved Education Provider under the CEH Approval Program?

A: Industry exposure, marketing, and quality education. IIBEC Approved Education Providers have the unique ability to use the IIBEC CEH approval stamp on course material, program agendas, and marketing documents. Providers will have their IIBEC approved education programs listed on iibec.org, shared with thousands of IIBEC registrants, and promoted by the IIBEC marketing department.