



# Individual Recertification Application

ISSA's certifications are valid for a period of two years from the date of completion. Each certification has their specific expiration date located on the bottom of the certificate. To achieve recertification, an individual must accumulate the amount of continuing education credits (CEC) needed during the two-year cycle plus the price of recertification. Continuing education credits for recertification may be accumulated after you obtain your certification. Credits are primarily earned by attending live workshops, ISSA training sessions at the annual North America Show, ISSA webinars although credits may also be earned by participating in various industry activities and events.

## STEP 1: IDENTIFY YOUR CURRENT CERTIFICATION

Certification	Recertification Fee	CEC Requirement	Select
Custodial Technician Basic (C.C.T. Basic)	\$54.99	5	
Custodial Technician Advanced (C.C.T. Advanced)	\$54.99	5	
Certified Custodial Technician (C.C.T. Basic & Advanced)	\$109.98	10	
Expert Custodial Technician (E.C.T.)	\$109.98	12	
Certified Custodial Supervisor (C.C.S)	\$54.99	15	
Accredited Auditing Professional (A.A.P.)	\$199.00	15	
Certified Professional Trainer (C.P.T.)	\$499.00	20	
Master Custodial Technician (M.C.T.)	\$109.98	10	
CMI Cleaning 101	\$10.00	1	
CMI Advanced Designation - Carpet Care	\$10.00	2	
CMI Advanced Designation - Hazard Communication	\$10.00	2	
CMI Advanced Designation - CMI Restroom Care	\$10.00	2	
CMI Advanced Designation - Customer Service	\$10.00	2	
CMI Advanced Designation - Efficiency Training Program - Frontline Cleaning Professional	\$10.00	2	
CMI Advanced Designation - Efficiency Training Program - Supervisor/Managerial Staff Focus	\$10.00	2	
CMI Advanced Designation - General Cleaning Certification	\$10.00	2	
CMI Advanced Designation - General Safety	\$10.00	2	
CMI Advanced Designation - Green Cleaning	\$10.00	2	
CMI Advanced Designation - Hard Floor Care	\$10.00	2	
CMI Advanced Designation - Healthcare Facilities/Hospitals	\$10.00	2	
CMI Advanced Designation - Personal Development	\$10.00	2	
CMI Advanced Designation - Schools/Educational Institutions	\$10.00	2	
CMI Advanced Designation - Value of Clean	\$10.00	2	
<b>Totals:</b>			



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## STEP 2: APPLICANT INFORMATION

<b>Name:</b>		
<b>Company:</b>		
<b>ISSA Member #:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip</b>
<b>Phone:</b>	<b>Fax:</b>	
<b>E-Mail Address:</b>		

By submitting this application, I certify that the information submitted is true and complete the best of my knowledge.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## STEP 3: METHOD OF PAYMENT

Please charge my credit card:

American Express \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

After accumulating the required credits, a recertification candidate must complete a copy of the recertification application and submit it to ISSA headquarters. Completed forms must be received by ISSA with a postmark dated no later than the expiration date of your certification anniversary date to maintain your designation. Upon verification of accumulated continuing education credits and receipt of the recertification fee, your recertification will be issued.

## STEP 4: CONTINUING EDUCATION CREDITS EARNED

\_\_\_\_ ISSA Certification Renewal CEC Tracking list completed and attached.

### ISSA Certification Renewal CEC Tracking

*\*\*For more multiple individuals for a company, please submit CEC Tracking Spreadsheet Form*

**Name:**

**Company:**

Each ISSA certified professional is required to accumulate continuing education credits every two (2) years in order to obtain recertification and maintain their designation. It is important that this form be completed in its entirety and all relevant information is included. Attach additional pages of supporting documentation as needed.

### Option 1 – Attend ISSA North America Show with Seminar Package + recertification fee

Attend the ISSA Show North America Seminar Package (1 time during the two-year certification cycle) plus recertification fee. We will verify if you had registered/attended the ISSA Show with the Seminar Package.

Location \_\_\_\_\_ Dates attended \_\_\_\_\_

### Option 2 – Complete CEC Credits Earned since your certification date during your two-year cycle + recertification fee Credits Earned

ISSA-Sponsored Webinar or CMI Online Learning Course (1 Credits each). Submit multiple pages if needed.

Program Title \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Date \_\_\_\_\_

**Option 2 continued – Complete CEC Credits Earned since your certification date during your two-year cycle + recertification fee** Credits Earned

Attend any ISSA event (2 credit per event, max of 6 credits total)

Location \_\_\_\_\_ Dates attended \_\_\_\_\_

Location \_\_\_\_\_ Dates attended \_\_\_\_\_

Location \_\_\_\_\_ Dates attended \_\_\_\_\_

CMI In-Person or Home Study Course (3 credits per program.)

Educational programs hosted by those conducted by an ISSA-member whose curriculum has been ISSA/CMI Verified approved. (2 credits per program.)

Program Title \_\_\_\_\_ Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Non-ISSA Training Programs (1 credit per seminar attended)

Program Title \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

Program Title \_\_\_\_\_ City \_\_\_\_\_ Date \_\_\_\_\_

**Total Continuing Education Credits Earned during two-year cycle:**  
must be equal or greater than CEC required for certification renewal – see page 1 \_\_\_\_\_