



## **“ISSA CERTIFICATION EXPERT” (I.C.E.) RE-CERTIFICATION PROGRAM**

CIMS ISSA Certification Expert (I.C.E.) certification is valid for a period of two years. To achieve re-certification, an ISSA Certification Expert is required to accumulate a total of 30 professional credits during the two-year re-certification cycle. Only those individuals who successfully accumulate 30 professional credits will be eligible to maintain their I.C.E. status.

Professional credits are earned by participating in various cleaning industry professional activities. A schedule of activities is attached. Professional credits for re-certification may be accumulated beginning when you obtain I.C.E. certification. Your official certification anniversary is November 1 of the second year after you obtained your initial certification or last re-certification (i.e.: If you achieved certification on June 25, 2012, your official certification date is November 1, 2014).

After accumulating the required credits, an I.C.E. re-certification candidate must complete a copy of the I.C.E. re-certification application and submit it to ISSA headquarters. Completed forms must be received by ISSA with a postmark dated no later than December 1<sup>st</sup> of your certification anniversary year.

### **LIFE CERTIFICATION**

An ISSA Certification Expert who has reached age sixty-five is deemed certified for life. No further reporting or continuing education is necessary. To obtain a Life Certification, notify ISSA in writing that you have met the age requirement and submit the required re-certification fee.

### **PROCEDURES**

It is an I.C.E. candidate's responsibility to fulfill the re-certification requirements on or before the certification anniversary. A re-certification application must be received by ISSA with a postmark dated no later than December 1<sup>st</sup> of the certification anniversary year. Upon verification of accumulated professional credits and receipt of the re-certification fee, new I.C.E. certification credentials will be issued.

### **FEES**

The applicable fee for each two-year re-certification period is based on the number of I.C.E.-certified professionals employed by or otherwise affiliated with an organization. A complete list of applicable re-certification fees is attached as Appendix A. The re-certification fee and a full listing of Professional Credits accumulated must accompany your completed re-certification application when it is submitted to ISSA.

### **QUESTIONS**

If you have any questions when completing this form or about I.C.E. re-certification in general, please contact ISSA at 1-800-225-4772.



## ISSA CERTIFICATION EXPERT (I.C.E.) RE-CERTIFICATION APPLICATION

Your application must be received by ISSA no later than  
December 1st of your certification anniversary year.

### PART 1: APPLICANT INFORMATION

|   |        |      |
|---|--------|------|
| Name:   |        |      |
| Company:  |        |      |
| Address:  |        |      |
| City:   | State: | Zip: |
| Phone:  | Fax:   |      |
| E-Mail Address:   |        |      |
| Certification Anniversary (November 1 of the second year after you obtained your initial certification or last re-certification): |        |      |

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

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

### PART 2: PROFESSIONAL CREDITS EARNED

Professional credit list completed and attached.

### PART 3: METHOD OF PAYMENT

My check or money order is enclosed in the amount of \$\_\_\_\_\_.

Please charge my credit card:  American Express  Visa  MasterCard

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

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

**PLEASE FORWARD YOUR RE-CERTIFICATION APPLICATION AND PAYMENT TO:**

**ISSA**  
3300 Dundee Rd., Northbrook, IL 60062  
800-225-4772 (North America) or 847-982-0800 • Fax: 847-982-1922  
E-mail: [daniel@issa.com](mailto:daniel@issa.com) • Website: [www.issa.com](http://www.issa.com)



### ISSA CERTIFICATION EXPERT (I.C.E.) PROFESSIONAL CREDIT LIST

Name: \_\_\_\_\_

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

Each ISSA Certification Expert is required to accumulate 30 professional credits every two (2) years in order to obtain re-certification and maintain the I.C.E. 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.

| Professional Activity  | Credits Earned                                     |
|--|--|
| Attend I.C.E. Re-Certification Seminar (30 credits)  | _____  |
| Attend ISSA/INTERCLEAN Convention (10 credits per convention attended)<br>Location _____ Dates attended _____<br>Location _____ Dates attended _____   | _____<br>_____                                     |
| Recruiting certified firms (10 credits per CIMS applicant. Note: You must be listed on the organization's application)<br>Organization _____<br>Organization _____<br>Organization _____<br>Organization _____<br>Organization _____<br>Organization _____ | _____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| ISSA-Sponsored CIMS Re-Certification Webinar (10 credits per webinar)<br>Program Title _____ Date _____<br>Program Title _____ Date _____<br>Program Title _____ Date _____<br>Program Title _____ Date _____<br>Program Title _____ Date _____            | _____<br>_____<br>_____<br>_____<br>_____          |

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**ISSA CERTIFICATION EXPERT (I.C.E.) PROFESSIONAL CREDIT LIST (Page 2)**

| Professional Activity  | Credits Earned                                      |
|--|---|
| <p>ISSA Regional Meeting (12 credits per meeting attended)</p> <p>Program Title _____ City _____ Date _____</p> <p>Program Title _____ City _____ Date _____</p>   | <p>_____</p> <p>_____</p>                           |
| <p>Other ISSA Educational Programs (not to include programs conducted in conjunction with ISSA/INTERCLEAN). (10 credits per program. Program must be at least 4 hours long.)</p> <p>Program Title _____ City _____ Date _____</p> <p>Program Title _____ City _____ Date _____</p> <p>Program Title _____ City _____ Date _____</p> <p>Program Title _____ City _____ Date _____</p>   | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Educational programs hosted by other industry organizations (i.e. IFMA, BOMA, APPA, IEHA, USGBC, and BSCAI) or those conducted by an ISSA-member whose curriculum has been ISSA/CIMS approved. (5 credits per program.)</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Management programs other than those sponsored by industry related organizations. (3 credits per program.)</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p>  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Completion of college or university courses. (5 credits for each semester credit hour earned. Please attach course descriptions and outlines)</p> <p>Institution _____ Course Title _____ Credit Hours _____</p> <p>Institution _____ Course Title _____ Credit Hours _____</p>   | <p>_____</p> <p>_____</p>                           |

**ISSA CERTIFICATION EXPERT (I.C.E.) PROFESSIONAL CREDIT LIST (Page 3)**

| Professional Activity | Credits |
|-----------------------|---------|
|-----------------------|---------|

|   |  | <b>Earned</b>                                       |
|---|--|---|
| <p>Articles Published in Industry Magazines/ Newsletters and Other Publications.<br/>(4 credits per article. Please attach a copy of the article.)</p> <p>Title _____ Publication _____</p> <p>Title _____ Publication _____</p> <p>Title _____ Publication _____</p> <p>Title _____ Publication _____</p>  |  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Speeches, presentations, instruction, and other participation in ISSA or local/regional trade association sponsored or hosted programs. (3 credits per program)</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p> <p>Program Title _____ Sponsor _____ Date _____</p>  |  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Purchase of ISSA education and training products and materials (2 credits for every \$100 spent. 6 credits for purchasing the special “CIMS Bundle Educational Package”)</p> <p>Product _____ Amount _____ Date _____</p> <p>Product _____ Amount _____ Date _____</p> <p>Product _____ Amount _____ Date _____</p>  |  | <p>_____</p> <p>_____</p> <p>_____</p>              |
| <p>Service as an officer or director of ISSA or local/regional industry trade association.</p> <ul style="list-style-type: none"> <li>▪ 18 credits for each year as an officer</li> <li>▪ 15 credits for each year as a director</li> </ul> <p>Organization _____ Position Held _____ Dates _____</p> <p>Organization _____ Position Held _____ Dates _____</p> <p>Organization _____ Position Held _____ Dates _____</p> <p>Organization _____ Position Held _____ Dates _____</p> |  | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Successful completion of ISSA’s Green Cleaning University and achievement of the GCU “Green Cleaning Professional” Designation (30 credits)</p>  |  | <p>_____</p>  |
| <p><b>Total Professional Credits Earned (must be 30 or greater)</b></p>   |  | <p>_____</p>  |