



**Your Partner in PUBLIC SAFETY**

Dedicated to providing quality certification programs for the safe installation, operation, and maintenance of public safety systems; delivering value for members by providing the latest information and education in the industry.

**Certification Renewal Invoice**

NAME \_\_\_\_\_

EMPLOYEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**PLEASE CIRCLE THE AMOUNT YOU ARE ENCLOSING:**

**MEMBER:**

**NON-MEMBER:**

1 Renewal	\$40.00	1 Renewal	\$60.00
2 Renewals	\$70.00	2 Renewals	\$90.00
3 Renewals	\$90.00	3 Renewals	\$110.00
4 or More Renewals	\$100.00	4 or More Renewals	\$120.00

**Fee Schedule is based on individual certification not an agency/employer group rate.**

Credit cards payments can **ONLY** be made via phone, mail or fax. Please do not email your credit card information.

**If you are not a member of IMSA and would like to receive the discounted member rate, you may visit our website at: <http://www.imsasafety.org/membshp.htm> to apply.**

**METHOD OF PAYMENT**

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

Card Number: \_\_\_\_\_

3-Digit Verification Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Check (US FUNDS ONLY) Please make check payable to IMSA

**ALL RETURNED CHECKS WILL INCUR A \$50.00 FEE**

Purchase Order Purchase Order Number \_\_\_\_\_

(Include Copy of Purchase Order)

**Please contact IMSA with any questions at [cert@IMSAsafety.org](mailto:cert@IMSAsafety.org) or 1-800-723-4672.**

# IMSA CERTIFICATION RENEWAL NOTICE

597 Haverty Ct, Suite 100, Rockledge, FL 32955

800-723-4672 · FAX 321-806-1400

E-mail: [cert@IMSAsafety.org](mailto:cert@IMSAsafety.org) Visit our Web Site: [www.IMSAsafety.org](http://www.IMSAsafety.org)

Our records indicate that your certification(s) will expire in 2014. In order to renew your certification(s) you will need to choose one of the options listed below. Please review the enclosed certification renewal policy (pages 4 and 5) to help you understand your options.

## FOLLOW THESE STEPS WHEN CHOOSING A RENEWAL OPTION:

### ○ PERSONAL LOG

1. Print out your personal log at <http://www.imsasafety.org/renewal/renewal.pdf>
2. Document all formal and/or informal training you have completed within the three years prior to the certifications expiration date in Section "A". All training must pertain to the specialty you are renewing and a minimum of 16 hours of training is required (Work Zone and Flagging require four (4) hours each).
3. Have all training confirmed by the speaker, moderator or supervisor in the signature line provided.
4. Send the log, renewal paperwork and payment to the International office prior to your expiration date, in one mailing.

### ○ CONTINUING EDUCATION UNITS (CEU)

1. Make copies of all CEU certificates you have received in the three years prior to the certifications expiration date. All training must pertain to the specialty being renewed and a minimum of 1.6 CEUs are required (Work Zone and Flagging require .4 CEUs).
2. Send copies of certificates, renewal paperwork and renewal fee to the International office prior to your expiration date, in one mailing.

### ○ ATTENDING THE CURRENT CERTIFICATION COURSE

1. Contact your local Section Certification Chair for class schedules and fees. Register for the course.
2. Print the personal log at <http://www.imsasafety.org/renewal/renewal.pdf>
3. Take the log to the course and have section "A" signed by the moderator.
4. NO EXAM IS REQUIRED.
5. Return the log, renewal paperwork and payment to the International office prior to your expiration date, in one mailing.

### ○ Technical Advancement Recognition Program (TARP) – (for members only)

1. A minimum of 64 TARP points is required to renew a certification (Work Zone and Flagging require 16 TARP). TARP points must be received within three years prior to the certifications expiration date. All training must pertain to the specialty you are renewing.
2. Return the renewal paperwork and payment to the International office prior to your expiration date, in one mailing.

### ○ HIGHER CERTIFICATION LEVEL

1. Contact your local Section Certification Chair for class schedules and fees. Register for the course.
2. Take the course and exam. Results can take up to 6-8 weeks from the time exams are received at the International office.
3. Achieving the next higher certification level in each specialty will result in a new three year certification; therefore, renewal of the existing certification is not necessary. If the higher level **IS NOT** obtained, the hours acquired from attending the higher level certification course may be applied to the renewal of the lower level. Additional paperwork and payment will then need to be sent to renew the lower level.

## HELPFUL TIPS WHEN RENEWING:

- You may apply the same training to renew Traffic Signal II (Field), (Bench), (Construction), (Design/Engineering) and Inspector.
- When renewing various certifications, such as Sign & Pavement Marking and Traffic Signal, the same training **cannot** apply to both certifications. Each will need their own specialty specific training.
- Traffic Signal (Field), (Bench), (Construction) and (Design/Engineering) Technician Level II are four different certifications. To have all recognized by IMSA, all will need to be renewed.
- YOU ONLY NEED TO RENEW AT YOUR HIGHEST LEVEL IN EACH SPECIALTY. Work Zone Temporary Traffic Control is a prerequisite to most IMSA Level I certifications and is not required to be renewed if you hold a higher level.
- Florida's Work Zone Temporary Traffic Control **CANNOT** be renewed by IMSA's renewal methods. Follow your state's guidelines if Work Zone Temporary Traffic Control is a required renewal.
- You may renew certifications early in order to have the same expiration date on all certifications that require renewal..

**DECLARATION AND RELEASE**

I, \_\_\_\_\_, hereby submit this application for the Certification/Renewal of \_\_\_\_\_, offered by the International Municipal Signal Association (IMSA), in accordance with and subject to the applicable standards, rules, policies, and procedures of the certification/renewal program. I understand that the IMSA will use reasonable efforts to keep the information in its possession confidential. **I understand that IMSA reserves the right to verify any or all of the information associated with this application, and that providing false, misleading, inaccurate, or incomplete information or otherwise violating the rules governing the certification/renewal program may constitute grounds for the rejection of this application, revocation of certification, or other appropriate disciplinary action.**

I recognize that IMSA reserves the right to modify or alter at any time the certification standards, the requirements for renewal, and any rules, policies or procedures in connection therewith. I understand and agree that IMSA owns or has exclusive rights in and in to all names, trademarks, logos, copyrights, applications, and other material related to the IMSA certification and/or renewal program, and I agree that I shall only use such intellectual property in accordance with IMSA policies, and agree to cease using such intellectual property upon the expiration, suspension or termination of my certification. I understand and agree that IMSA make no claims, warranties, guarantees, or promises regarding the content or performance of any certificant, and I agree not to misrepresent my certification status and its meaning. I do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of the application and all materials and information used by me in support of the application.

In consideration of my application to and participation in the IMSA certification and/or renewal program, I do hereby release, discharge and hold harmless, individually and collectively, IMSA, and their officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any decision, action or omission relating to this application, the failure to grant renewal, the revocation of certification, or the certification standards.

I hereby authorize IMSA to make inquiries to the identified persons or entities listed on the application form so as to verify information on my certification/renewal application and authorize any persons or entities contacted by IMSA to respond to these inquiries and provide copies of any relevant and non-confidential information to IMSA. I further authorize IMSA to provide a copy of this Declaration and Release to those entities contacted in connection with this application should it be requested.

I have read this application and associated materials and understand and agree to abide and be bound by the terms and conditions contained herein, and by all current and future policies, procedures, rules, and regulations of IMSA.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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



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## Your Partner in PUBLIC SAFETY

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### Certification Renewal Policy

- I. All current certification certificates are valid for a three (3) year period from date of issue. The expiration date of all current certifications can be found on the certificate(s) and certification card(s).
- II. **Options for Renewal.** There are three options for renewal of IMSA certifications. Individuals may choose any one of the options. The renewal requirements must be completed prior to the expiration date of the individual's current certification(s).
  - A. **Educational Units**
    1. **Technical/Vocational course work for minimum one (1) quarter or one (1) semester with a 'C' or higher passing grade.** The course work must be directly related to the certification(s) being renewed.
    2. **Continuing Education Units (CEU).** The training must be directly related to the certification(s) being renewed.
    3. **Technical Advancement Recognition Points (TARP).** In order to use this option an individual must be a member in good standing of IMSA. Your Section Certification Chair or a TARP representative gathers and submits these earned points on your behalf, to the International Office for logging in a database. Individuals should also record these points on their personal logs.
    4. **Renewal Hours by Personal Log (Members and/or Non-Members).** Individuals must complete a personal log or diary of their continuing education by documenting training and/or certification(s) received. The training must be directly related to the certification(s) being renewed. For the training to be valid it must be signed by one of the following: the speaker of a session, moderator of a class, supervisor or your IMSA Section Certification Chair. Personal logs may be downloaded from the IMSA Web site at <http://www.imsasafety.org/renewal/renewal.pdf>
    5. **Combination of 2, 3 & 4 above.** For *example*: A combination of CEUs and TARP points may qualify an individual for certification renewal.

All educational units must be completed within the three (3) years prior to the certification(s) expiration date(s). All training documentation is subject to audit by IMSA's International Office.

Each IMSA certification has a defined number of required educational hours based on the level and type of certificate as follows:

Traffic Signals, Signs and Markings, Roadway Lighting, Fire Alarm, Fiber Optics and Public Safety Telecommunicator require a total of sixteen (16) hours of education. Work Zone Safety and Flagging require a total of four (4) hours of education.

Sixteen hours is defined as 1.6 CEUs, or 64 TARP points or 16 renewal hours.

Four hours is defined as .4 CEUs or 16 TARP points or 4 renewal hours.

- B. **Attending the Current Certification Course** This option requires the individual to attend the current 16-hour certification course without taking the exam. Individuals will be responsible for documenting their attendance in their Personal Log and shall have it signed by the moderator. BE SURE TO SIGN THE CLASS ROSTER AS IT WILL BE AUDITED. **You may ONLY use this option within “one year” prior to the expiration date.** Please note: Traffic Signal Level III and Signs & Marking Level III courses will only count as 8 hours of training (16-hours of training is needed to complete the renewal process for these Level III programs.)
- C. **Higher Certification Level** Achieving the next higher certification level in each specialty, will result in a new three year certification; therefore, renewal of your existing certification will not be necessary. For example: An individual with a current Traffic Signal Level I certification who passes the Traffic Signal Level II certification course will receive a new certification level which will be due for renewal three years from the date printed on the new certification.

III. **Documentation.** It is the certificate holder’s responsibility to submit documentation to the IMSA International office for renewal utilizing “Educational Units” including TARP points and Personal Log/Diaries. All required documentation and the appropriate fees shall be sent in **one mailing** to IMSA prior to expiration date.

IV. **Renewal After Expiration.** For individuals with an expiration date on their certificate(s), if the certification is not renewed by the expiration date, the certification will lapse. The lapsed certificate holder will have one (1) year after the expiration date to reinstate their certification by documenting sixteen (16) hours of training through IIA or IIB. If the certification is not reinstated within one (1) year after the expiration date, the individual must renew through the normal certification process by taking the current certification exam at the highest level previously attained and paying the regular certification exam fee. The renewal fees do not apply to this method of certification; only the regular certification exam fees will be due. Retake of prerequisites will not be required. IMSA will not recognize any IMSA certificate(s) without an expiration date.

**Renewal Fee Schedule**

<b>MEMBER:</b>		<b>NON-MEMBER:</b>	
1 Renewal	\$40.00	1 Renewal	\$60.00
2 Renewals	70.00	2 Renewals	90.00
3 Renewals	90.00	3 Renewals	110.00
4 or More Renewals	100.00	4 or More Renewals	120.00

The renewal fee schedule is based on an individual’s certification, not an agency/employer group rate. If you are not a member of IMSA and would like to receive the discounted member rate, you may visit our website at: <http://www.imsasafety.org/membshp.htm> to apply.