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Technician Certification Renewal Journal of Experience and Education Credits

This journal is provided as an aid for individuals to keep track of their Experience and Education Credits (EEC) as required for renewal of certification under the International Code Council (ICC)/National Association of Fire Equipment Distributors (NAFED) technician certification program. Passing an ICC/NAFED Certification Exam is the initial step in obtaining ICC/NAFED certification. Individuals who successfully complete the examination are issued a certificate in the appropriate discipline that is valid for three years from the date of issuance. To maintain the validity of the certification beyond the initial three-year period, each certified individual must apply for a renewal of certification in accordance with the ICC/NAFED Certification Renewal Policy. To obtain a three-year renewal of certification, the applicant must earn one hundred EEC, submit the appropriate application, and pay the applicable fees. See the ICC/NAFED Certification Renewal Policy for more details.

A random selection of applications for renewal of certification will be subject to an audit of the EEC accumulation. Individuals that are selected for an audit will have to provide specific information regarding their EEC. This information could include signed confirmation from employer representatives, association membership documentation, copies of training agendas and attendance sheets, etc.

The technician journal is provided as an aid for individuals to track their EECs and is not a mandatory component of certification renewal. It is recommended that individuals' use the journal as a way of keeping track of relevant information that could be required if the application is selected for an audit.

Summary of EEC Earning Potentials	
Work Experience	25 Credits for each 12-month period applicant is actively involved in the area of their certification. (Minimum of 480 hours per 12-month period.)
Training	One credit for every hour of attendance and participation in a training program relating to the area of certification.
Training Instructors	One credit for every hour the applicant has participated as an instructor for a training program related to the area of certification.
Association Membership	One credit per year for active membership in a local or national association that promotes the professionalism of the fire equipment industry.

Personal EEC Journal

Work Experience				
Relevant Period of Employment		Employer Name, Address, Telephone Number, and Supervisor's Name	Job Description	*Minimum 480 Hours per Year Yes/No
From	To			

* Up to 25 credits are allowed for each 12-month period in which an applicant is actively involved in the area of their certification. To be actively involved, a participant must be engaged in activities that are directly related to the area of certification for a minimum of 480 hours (12 weeks) within the 12-month period.

Recognized Training†				
Date(s)	Course Title and Description	Organization Providing Training and Location	Instructor(s) Name(s)	*Hours of Training

† Examples of *Recognized Training* are training programs provided by manufacturers, suppliers, contract training services, government agencies, and national and local associations.

* One credit is allowed for each hour that an applicant attended and participated in a systematic training program relating to the area of certification. This training may take place at the location of employment or at other venues. The training program must be one that is organized, includes a specific training agenda, and includes a synopsis of the training.

Formal Employer Training†				
Date(s)	Course Title and Description	Instructor(s) Name(s)	Location of Training	*Hours of Training

† Employer-provided training must be an organized training program that includes an agenda and attendee sign-in sheet.

* One credit is allowed for each hour that an applicant attended and participated in a systematic training program relating to the area of certification. This training may take place at the location of employment or at other venues. The training program must be one that is organized, includes a specific training agenda, and includes a synopsis of the training.

Training Program Instructor				
Date(s)	Course Title and Description	Organization Endorsing Training	Location of Training	*Hours of Training

* One credit is allowed for each hour that an applicant has actively been an instructor for a training program that relates to the area of certification. This includes time instructing employees regarding issues related to the area of certification. Details of time and trainees should be maintained for auditing purposes.

Association Membership			
Name of Association	Period of Membership		*EEC Earned
	From	To	

* One credit per year will be granted for active membership in local and national associations that promote the professionalism of the fire equipment industry. Such associations include the National Association of Fire Equipment Distributors (NAFED), the National Fire Protection Association (NFPA), the Society of Fire Protection Engineers (SFPE), and state and local fire- and safety-related associations.