

# Certification Renewal

## Certification Renewal And You

In 2005 IMSA implemented a Certification Renewal Program. The following three years (1/1/2005-12/31/2007) were a transition period for the IMSA Renewal Program. All those certified prior to 1/1/2005, were transitioned into the renewal process and given an expiration date.

In today's litigious society and given the profession you have chosen (public safety), the Certification Renewal Program is indeed a move in the right direction for you, your employer and IMSA.

Recently, in an IMSA discussion forum online, a member asked the question of how to convince upper management that he should obtain a Level III certifica-

tion. One Member replied "How much are you willing to pay for a lawsuit? Your certifications could lessen the damages, so is a \$300-\$400 certification class worth it, my employer thinks so." He went on to say "Is \$300-\$400 a waste of taxpayers money or is the \$3-\$4 million lawsuit?" Not only obtaining training, but staying current in the field and renewing your certifications is important.

Keeping your IMSA certifications valid and continuing safe on-the-job practices for your well-being, motorists and pedestrians is IMSA's goal.

Now that the phasing in process is complete, IMSA

moves on to the next phase in the Renewal Process. All IMSA certifications should have an expiration date. In order to renew, you are required to show 16-hours (or 64 TARP) of training before the certification(s) expiration date. There are numerous methods to choose from when renewing your IMSA certification(s). Each method will be outlined and described for you in this newsletter.



## How Do I Know When I Am Due For Renewal?

A renewal packet will be sent to you prior to your expiration date. If you do not receive a renewal packet it could be because IMSA does not have a current address in the database. It is very important to call the International Office with any changes in

employment, addresses and name.

To find your expiration date you can refer to your certificate and/or card you received from your last renewal or when you received the initial certification. For members, your certification date(s) will be

listed on the back of your membership cards. Expiration is three years from the date listed.

If you are unable to locate your expiration dates please contact Amanda Santell at the International Office.



### Special points of interest:

- *What is the TARP Program*
- *Options for Renewal*
- *Acceptable Courses for Renewal*
- *FAQ's*
- *How to Become an IMSA Member*

# What Are My Options For Renewal?

There are three methods for renewal of IMSA certifications; Educational Units (CEUs), attending the current IMSA certification course or obtain the next higher certification level. 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.

## Educational Units

- a. College/Technical/Vocational course work
- b. Continuing Educational Units (CEUs)
- c. TARP points
- d. Renewal hours by personal log



16-hours (1.6 CEUs or 64 TARP points) to renew a certification **except** Work Zone and Flagging; these only require 4 hours (.4 CEUs or 16 TARP points).

- Certificates of completion are recommended for proof of training. However, a personal log may be completed and signed by a supervisor, moderator or speaker and submitted to the International Office. Personal logs will be randomly audited.

When renewing by educational units it is important to remember the following things:

- Be sure the course(s) or training pertains to the certification being renewed.
- Educational units must be completed

within the three (3) years prior to the certification(s) expiration date.

- A combination of the Educational Units can be used for renewal.
- All certifications are required to have

## Attending the Current IMSA Certification Course

IMSA is aware some individuals are not able to attend technical training sessions as often as others, for those individuals, IMSA recommends attending the current 16-hour certification course. When attending the current 16-hour certification course for renewal you will not be required to purchase a manual or take the exam.

It is important to follow these steps when choosing the 16-hour certification course as your renewal option:

- You may only use this option within "one year" prior to the expiration date on your current certification.
- Contact your local IMSA Section Certification Chair to register for the course (cost of course determined by section).
- Download a personal log at [www.IMSAafety.org](http://www.IMSAafety.org). It is

your responsibility to bring the log with you to the course and have it signed by the moderator.

*"Follow these steps when choosing the 16-hour certification course as your renewal option"*

- Be sure to sign the class roster as it will be audited.
- Once you have completed the course the personal log must be returned to the International Office with your renewal fee.

## 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 I certification who passes the Traffic Signal II certification course will receive a new certification level which will be due for renewal three-years from the date

printed on the certification certificate and card.

- If an individual does not pass the next higher certification level, renewal will still need to be completed on the last level achieved. *Individuals attending the class will have achieved the required amount of renewal hours.*



- If an individual holds a Traffic Signal I and Signs & Markings I and passes the Traffic Signal II certification course, this will not renew the Signs & Markings I certification.

# Technical Advancement Recognition Program (T.A.R.P.)

The TARP points system was developed as a member benefit to track members efforts in obtaining information and education through attending "Technical Sessions" held in their Section or at International Conferences.

TARP is a points based system for members that attend a "Recognized" (approved by the Section) Technical Session, points are assigned and the activity is logged in the IMSA database. Most TARP points will be given for Section organized sessions, International conferences, sponsored presentations or technical presentations.

TARP points are awarded as such: 2 points for every 30 minutes of a presentation.

Who would gather the points?

The local Section Certification Chair or Sec-

tion Secretary will collect sign in sheets from Technical Sessions and submit them to the International Office to be logged in the IMSA database.

If a member attends an industry related Technical Session they could submit an outline of the materials presented (including presenters name and contact

number) and the duration of the session to the local Certification Chairman. If after review it is deemed suitable, the local Section Certification Chairman would request points be assigned to that person.

Traffic Signal, Signs & Markings, Roadway Lighting, Fiber Optics, Fire Alarm and Telecommunicator require a total of 64 TARP points (16-hours of a Technical Session) to renew

Work Zone Safety, Flagging and Traffic Regulator require a total of 16 TARP points (4-hours of Technical Session) to renew.



## What Courses Are Acceptable For Renewal?

The following is a list of acceptable training that can be submitted for renewals on a variety of Specialties:

- Electrical License CEUs
- 2070 Controller Training
- NEMA TS2
- Fire Officer I & 2 (NFPA 1021 2003 Edition Curriculum)
- Flagger Training
- Emergency Medical Dispatcher Training
- Earthing, Surging & Lighting Protection
- Basic Electronics for Traffic Signals
- Roundabout Design Workshop
- Retroreflective Technology
- Confined Space Awareness
- Bucket Truck Safety
- Fall Protection
- Electrical Code Change Course
- Roadway Illumination & Electrical Installations.
- Sign Fabrication Workshop
- Level II - In Fire Protection Engineering Technology Fire Alarm Systems

This is only a small list of what has been used for various renewals.

If you have any questions about acceptable courses for renewal, please contact Amanda Santell at [ais@imsasafety.org](mailto:ais@imsasafety.org)

## FAQ's

**Q. If I hold a Traffic Signal II (field) and Traffic Signal II (bench) do both have to be renewed?**

A. Yes, Both certifications need to be renewed. However, the 16-hours of training can be used to renew both certifications. Furthermore, if you hold a Traffic Signal II Bench & Field and a Traffic Signal Inspector all three can be renewed with the same 16-hours of training.

**Q. My certification expires in June but I can't get into a training class until September. What should I do?**

A. If the certification is not renewed by the expiration date it will lapse. The lapsed certification holder will have one year to reinstate their certification by documenting 16-hours of training. If the certification is not reinstated within one-year the individual must take the current certification exam at the highest level previously obtained.

- Have there been product demos at your shop?
- Training on a new installation?
- Weekly safety meetings?

These hours can all be used toward renewal.

**Q. What happens if I take the next higher certification level and fail? How do I renew?**

A. If you currently hold a Traffic Signal I and take Traffic Signal II to fill your renewal requirements, but you fail, you should contact the International Office. If you took the Traffic Signal II course, that would fill your required 16-hours of training. Additional paperwork and payment would then need to be sent to renew the Traffic Signal I.



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*Your safety and education is our business.*

**We are on the web!!!**  
**[www.IMSAsafety.org](http://www.IMSAsafety.org)**

# IMSA

*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.*

## Dallas, Texas To Host 2010 International Conference

Join IMSA in Dallas for the 115th Annual Conference and 33rd Annual School; June 22-29. The International Conference is a great opportunity to collect TARP points for Certification Renewal and network with other members. You can find more information at [www.IMSAsafety.org](http://www.IMSAsafety.org) and in the IMSA Journal.

## Your Opinion Counts

Is there something you would like to see in this newsletter? Do you have questions that you think would be helpful to share with others? Please submit your ideas and questions to Amanda Santell at [ais@imsasafety.org](mailto:ais@imsasafety.org). Be sure to look for the next newsletter, your submission may be included!

## Become An IMSA Member

What are the benefits to becoming an IMSA member?

- IMSA Journal
- IMSA Internet Web site Members Only Area
- Membership Certificate
- Membership Label Pin
- Membership Card
- Voting Rights
- Discounts on Merchandise
- Section Membership
- Training and Education
- Discounted IMSA Certification Exam Fees
- **Discounted IMSA Certification Renewal Fees**
- Networking Opportunities
- Scholarship Program
- Committee Membership
- Washington Representation
- Representation to other Associations
- International Conference and Schools
- Career Opportunity Information
- **Technical Advancement Recognition Program (TARP)**

If you are interested in becoming an IMSA member please visit the IMSA website at [www.IMSAsafety.org](http://www.IMSAsafety.org) or contact Sharon Prutsman, the Membership Record Coordinator, at [slp@imsasafety.org](mailto:slp@imsasafety.org) for more information.

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