



**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 Form**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please list the certification(s) you are renewing:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Circle the payment amount (based on individual certification, not an agency/employer group rate)**

NUMBER OF RENEWALS	FEE	MEMBER DISCOUNT	MEMBER PRICE
1	\$80.00	\$40.00	\$40.00
2	\$110.00	\$40.00	\$70.00
3	\$130.00	\$40.00	\$90.00
4 OR MORE	\$140.00	\$40.00	\$100.00

Credit card payments can be made only by phone: 1.800.723.4672. *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: [www.imsasafety.org/member](http://www.imsasafety.org/member) to apply.**

Renewal fees can be made by check (US FUNDS ONLY) or purchase order.

Please make check payable to IMSA  
and mail to: 597 Haverty Court, Suite  
100  
Rockledge, FL 32955

*RETURNED CHECKS WILL INCUR A \$50.00 FEE*

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

## IMPORTANT INFORMATION

**International Headquarters** – 597 Haverty Court, Suite 100 Rockledge, FL 32955  
**Certification Renewal Contact** – IMSA: 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)

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 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 Renewal of the following certifications:

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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: \_\_\_\_\_