ICCFP RECERTIFICATION HELP GUIDE

The following document has been prepared to help you navigate through the ICCFP’s recertification management software. While the screens/process should have a very intuitive feel, we wanted to provide you with a brief guide to help you navigate your way. We strongly believe that this new software will allow you to manage your certification with greater ease throughout the year.

You will access the management software through our website and will be redirected. There is no need to have separate credentials - you will be logged in automatically. If by chance you experience an error with the login process, use your ICCFP username/password.

If you have any problems or questions as you go through the process, please contact me via email (czaucha@iccifp.org) or via phone (609-945-2419) and I’ll be happy to lend my assistance.

ACCESSING THE RECERTIFICATION SOFTWARE
Visit www.iccifp.org and login.

Once logged in you will arrive at the CCIFP Landing Page. Click “My Recertification.”
After clicking, you will have a separate tab open in your browser to begin managing your recertification requirements.

**USING THE SOFTWARE**

When you click on your new tab, you will arrive at the following page. There you will see your name and current triennial certification period.
From this location you will be able to review the total credits you have entered to date and a subtotal of your construction specific credits. You will also have the ability to pay your annual maintenance fee and enter professional development credits all from this location.

PAYING YOUR RECERTIFICATION FEE
Click the “Pay Fee” button and follow the screens and prompts to complete the process. You may pay online via credit card or request an invoice for payment via check.
ENTERING PROFESSIONAL DEVELOPMENT CREDITS
Managing your professional development credits should be an easier process. Once you click the “Add Activity” button in the Continuing Education section, you will be prompted to enter all of the necessary information.
Select construction-specific or general:

Enter the necessary information. The option to upload your certificates is also available and you may utilize one certificate for numerous entries if necessary.

Once completed, you will return to the home screen and your progress bar will include the credits you submitted.
A substantial change from the old system is the ability for you to now edit your entries. If, after submitting your activity, you discover an error, simply click the gear icon and then “Recall” and you will be able to edit your entry.

**Continuing Education**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Completion Date</th>
<th>Units</th>
<th>Next Step</th>
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<tbody>
<tr>
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<td>Completed Successfully</td>
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<tr>
<td>Continuing Education - Construction Specific</td>
<td>12/4/2015</td>
<td>21</td>
<td>Completed Successfully</td>
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**TRIENNIAL RECERTIFICATION**

For those CCIFPs who have reached the end of their triennial period, there are a few additional steps. After making your payment and entering an adequate amount of credits, you will click “Complete LP.”

The next screen will ask you to reaffirm the ICCIFP Code of Ethics in conjunction with submitting your recertification application. After reviewing the Code of Ethics, click “Submit Recertification Application” and you will have completed your requirements pending our review of your application.
Instructions on using the software will be included with the recertification notices you receive via email. If after reviewing those instructions and this guide, you find you have additional questions, please contact us using the information provided on page 1 of this guide.

END OF GUIDE