



ICEA RETROACTIVE CONTACT HOUR GUIDELINES

Definition: Individuals who attend a program for which the sponsor did not have ICEA contact hours may apply on an individual basis for the retroactive award of contact hours. Programs which would be considered alternate programs (video tapes, correspondence courses, etc.) will NOT be granted retroactive hours. The program must be a face-to-face conference, convention, workshop, seminar or similar event attended by the candidate.

ICEA will return all incomplete applications.

Procedure:

1. Obtain an application from ICEA which must be submitted to ICEA for an event that has been attended during a certification or recertification period .
2. Submit information as directed on the application, plus the fee of \$25.00 US to ICEA. The fee may not be split between applications.
3. All required contact hours may be obtained through retroactive means.
4. One contact hour equals 50 minutes of presentation time. Hours are awarded in whole hour increments.
5. Applicant will be sent notification of approval by ICEA.