



INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION
CERTIFICATION RENEWAL

PERSONAL LOG (DIARY) FOR ACTIVITIES
DURING THREE-YEAR PERIOD

Starting Month/Year _____

Certification Field _____

Keeping a separate log for each certification you wish to renew. This will help track TARP points and renewal hours needed.

Name _____
Last First Initial

Address _____
Street City State Zip

Employer _____

Phone _____ Email _____

Signature _____

Carefully read Section 2.0, "Renewal Process" before beginning to fill out your log.

INSTRUCTIONS

1. This personal log (diary) should be used to keep a record of all your renewal activities as they occur. You should keep this log, a copy of the renewal policy, and all supporting documentation in a single, convenient, and secure location.
2. The Declaration and Release must be signed and submitted with ALL renewals. Failure to complete this step could prolong the renewal process. It is recommended that you complete a separate log for each certification you wish to submit for renewal.
3. Your accumulated points will come from Continuing Educational Units (CEUs), TARP points, relevant educational sessions, attending the current certification course, or a combination of CEU and TARP points during the three-year renewal period. For required points and hours see the attached Section 2.0
4. When filling out Section A, the hours associated with each specific certification should be logged. All information requested and the appropriate renewal fee must be submitted at the time of renewal. If this is not done it could prolong the certification holder's renewal.
5. **A random sample of all completed Renewal Applications will be selected for audit by IMSA. If your application is selected, you will be asked to submit documentation to support the information on your Renewal Application Form.**

SECTION A. CERTIFICATION AND TRAINING

Please fill out Section A Pages in chronological order and account for relevant educational sessions that you have attended within the three-year renewal period. If you hold a certification in more than one area, please use a separate form for each certification specialty area. **If obtainable, course announcements, certificates of accomplishment, etc. should be retained as evidence of participation.**

Dates of Training (During Renewal Period)	Hours Associated with Certification	List in the column below: a.)Title of Certification and/or Training b.)Description of Certification and/or Training c.)Name of Speaker or Moderator d.)Signed and dated by Speaker, Moderator, Supervisor or Section Certification Chair.
	Date	Signature
	Date	Signature
	Date	Signature
	Date	Signature
	Date	Signature

SECTION A. CERTIFICATION AND TRAINING

Please fill out Section A Pages in chronological order and account for relevant educational sessions that you have attended within the three-year renewal period. If you hold a certification in more than one area, please use a separate form for each certification specialty area. **If obtainable, course announcements, certificates of accomplishment, etc. should be retained as evidence of participation.**

Dates of Training (During Renewal Period)	Hours Associated with Certification	List in the column below: a.)Title of Certification and/or Training b.)Description of Certification and/or Training c.)Name of Speaker or Moderator d.)Signed and dated by Speaker, Moderator, Supervisor or Section Certification Chair.
	Date	Signature
	Date	Signature
	Date	Signature
	Date	Signature
	Date	Signature



International Municipal Signal Association

Section 2.0 Renewal Process

- 2.1 All current certification certificates are valid for a three (3) year period from date of issue. The expiration date of all current certifications can be found on the certificate(s) and certification card(s).
- 2.2 **Options for Renewal.** There are three options for renewal of IMSA certifications. 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(s).

A. Educational Units

1. **Technical/Vocational course work for minimum one (1) quarter or one (1) semester with a 'C' or higher passing grade.** The course work must be directly related to the certification(s) being renewed.
2. **Continuing Education Units (CEU).** The training must be directly related to the certification(s) being renewed.
3. **Technical Advancement Recognition Points (TARP).** In order to use this option an individual must be a member in good standing of IMSA. Your Section Certification Chair or a TARP representative gathers and submits these earned points on your behalf, to the International Office for logging in a database. Individuals should also record these points on their personal logs.
4. **Renewal Hours by Personal Log (Members and/or Non-Members).** Individuals must complete a personal log or diary of their continuing education by documenting training and/or certification(s) received. The training must be directly related to the certification(s) being renewed. For the training to be valid it must be signed by one of the following: the speaker of a session, moderator of a class, supervisor or your IMSA Section Certification Chair. Personal logs may be downloaded from the IMSA Web site at <http://www.imsasafety.org/renewal/renewal.pdf>
5. **Combination of 2, 3 & 4 above.** For *example*: A combination of CEUs and TARP points may qualify an individual for certification renewal.

All educational units must be completed within the three (3) years prior to the certification(s) expiration date(s). All training documentation is subject to audit by IMSA's International Office.

Each IMSA certification has a defined number of required educational hours based on the level and type of certificate as follows:

Traffic Signals, Signs and Markings, Roadway Lighting, Fire Alarm, and Public Safety Telecommunicator require a total of sixteen (16) hours of education. Work Zone Safety and Flagging require a total of four (4) hours of education.

Sixteen hours is defined as 1.6 CEUs, or 64 TARP points or 16 renewal hours.

Four hours is defined as .4 CEUs or 16 TARP points or 4 renewal hours.

- B. **Attending the Current Certification Course** This option requires the individual to attend the current 16-hour certification course without taking the exam. Individuals will be responsible for documenting their attendance in their Personal Log and shall have it signed by the moderator. **BE SURE TO SIGN THE CLASS ROSTER AS IT WILL BE AUDITED. You may ONLY use this option within “one year” prior to the expiration date.** Please note: Traffic Signal Level III and Signs & Marking Level III courses will only count as 8 hours of training (16-hours of training is needed to complete the renewal process for these Level III programs.)
- C. **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 Level I certification who passes the Traffic Signal Level II certification course will receive a new certification level which will be due for renewal three years from the date printed on the new certification.
- 2.3 **Documentation.** It is the certificate holder’s responsibility to submit documentation to the IMSA International office for renewal utilizing “Educational Units” including TARP points and Personal Log/Diaries. All required documentation and the appropriate fees shall be sent in **one mailing** to IMSA prior to expiration date.
- 2.4 **Renewal After Expiration.** For individuals with an expiration date on their certificate(s), if the certification is not renewed by the expiration date, the certification will lapse. The lapsed certificate holder will have one (1) year after the expiration date to reinstate their certification by documenting sixteen (16) hours of training through 2.2A or 2.2B. If the certification is not reinstated within one (1) year after the expiration date, the individual must renew through the normal certification process by taking the current certification exam at the highest level previously attained and paying the regular certification exam fee. The renewal fees do not apply to this method of certification; only the regular certification exam fees will be due. Retake of prerequisites will not be required. IMSA will not recognize any IMSA certificate(s) without an expiration date.

For those individuals without an expiration date on their certificate (s), they will need to follow the first renewal steps by submitting a Letter of Confirmation and renewal fee to the International office as outlined in Section 1.0 in the policy.

Renewal Fee Schedule

MEMBER:		NON-MEMBER:	
1 Renewal	\$40.00	1 Renewal	\$60.00
2 Renewals	70.00	2 Renewals	90.00
3 Renewals	90.00	3 Renewals	110.00
4 or More Renewals	100.00	4 or More Renewals	120.00

The renewal fee schedule is based on an individual’s certification, not an agency/employer group rate. If you are not a member of IMSA and would like to receive the discounted member rate, you may visit our website at: <http://www.imsasafety.org/membshp.htm> to apply.

DECLARATION AND RELEASE

I, _____, hereby submit this application for the Certification/Renewal of _____, 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.

Signed: _____ Date: _____

Name: _____