

# IGSHPA Continuing Education Credit Form

Accreditation for IGSHPA accredited installers and accredited vertical loop installers is valid for three years. During those three years an installer must accumulate eight points to renew accreditation. The points can be accumulated in three ways - through employment, memberships in geothermal industry related organizations and/or education. Please complete sections one through three as they apply to your accreditation renewal, then sign and return the form to:

**Mail:**  
IGSHPA  
1201 S. Innovation Way Drive  
Stillwater, OK 74074

**Fax:**  
405-744-5283

**E-mail:**  
igshpatraining@okstate.edu

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Name of Applicant

Accreditation Number

Note: if you renew your membership without submitting this form it will be renewed as an individual membership without accreditation until this form is received.

## Section 1. Employment

The installer may accumulate 4 points by remaining continually employed for three years in the combined geothermal heat pump installation, heating, ventilation and air-conditioning field. For those with less than three years of employment, points are accumulated at the rate of 1.33 points per year.

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Employer

Dates of Employment

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Employer's Address

Number of Points (4 points maximum)

## Section 2. Membership

The installer may accumulate points by continuous membership in IGSHPA and other geothermal industry related organization(s). The points are accumulated 1 point per year of membership since the last accreditation renewal. Membership in more than one organization will apply toward accumulation of multiple points per year. Acceptable organizations include BUT ARE NOT LIMITED TO: NGWA, GEO, ASHRAE, AEE, state and regional organizations.

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Organization

Dates of Membership

Number of Points (3 points maximum)

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Organization

Dates of Membership

Number of Points (3 points maximum)

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Organization

Dates of Membership

Number of Points (3 points maximum)

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Total Number of Points Section 2

### Section 3. Education

The installer may accumulate points by attending training courses, workshops or conference technical seminars/sessions in the geothermal heat pump, drilling or HVAC fields. Points are accumulated at 0.1 point per contact hour, professional development hour or learning unit. Vocational school or college courses earn 2 points for each credit hour.

#### Training Courses, Workshops, Sessions or Seminars

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A. Seminar/session/workshop/course name

Conference name (if applicable)

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Date(s)

Location

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Length (number of contact hours)

Number of Points (contact hours x 0.1)

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B. Seminar/session/workshop/course name

Conference name (if applicable)

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Date(s)

Location

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Length (number of contact hours)

Number of Points (contact hours x 0.1)

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C. Seminar/session/workshop/course name

Conference name (if applicable)

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Date(s)

Location

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Length (number of contact hours)

Number of Points (contact hours x 0.1)

#### Vocational or College Training

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Course name

School name and location

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Instructor

Date completed

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Credit hours

Number of Points (credit hours x 2)

Certificate Awarded  Yes  No

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**POINTS: Section 1** \_\_\_\_ **Section 2** \_\_\_\_ **Section 3** \_\_\_\_ **Total Points** \_\_\_\_\_

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Signature

Date