



CEH APPROVAL PROCESS

To obtain program approval for RCI Continuing Educational Hours (CEHs), please submit the following information at least 45 days prior to your event:

- Name of program
- Date
- Location
- Program description, including 3 learning objectives
- Program agenda, including length of program
- Bio on each speaker

A fillable PDF form is available online or upon request.

The information will be reviewed and you will be notified of the program's approval status within 30 days. To be acceptable, the event must be technical in nature (not sales oriented), related to the roofing, exterior walls and/or waterproofing industries and pertinent to those who seek or hold RCI designations. Information presented must be applicable across all product lines. Technical program must be at least 1 hour in length.

If the program is approved and upon completion of the program, please provide attendees with a certificate from your chapter stating the program name, attendee's name, attendance date and number of RCI CEHs, as documentation of attendance.

Contact Micki Kamszik with any questions (mkamszik@rci-online.org).



RCI, INC.

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REQUEST FORM FOR RCI CEHs

PROGRAM NAME:

PROGRAM DATE:

PROGRAM AGENDA:

PROGRAM LENGTH:

PROGRAM CONTACT:

PROGRAM LOCATION:

PROGRAM DESCRIPTION:

LEARNING OBJECTIVE 1:

LEARNING OBJECTIVE 2:

LEARNING OBJECTIVE 3:

SPEAKER(S):

SPEAKER(S) BIO(S):

Please return completed form to:
Micki Kamszik, Director of Registrations
mkamszik@rci-online.org