

**CSIA CERTIFIED CHIMNEY SWEEP®
CREDENTIAL RENEWAL PROGRAM**

Renewal Policy Approved: 12/06/02; Revised: 9/23/20



**Certified Chimney Sweep
Credential Renewal Requirements:**

CREDENTIAL RENEWAL TIME PERIODS AND REQUIREMENTS

Your CSIA Certified Chimney Sweep® credential is subject to renewal every 3 years. The credential may be renewed in one of two ways:

1. CEUs - Submit a completed "Certification Renewal with CEUs" form along with proper documentation demonstrating a minimum of 48 CEUs earned during your expiring 3 year credential cycle and up to 30 day grace period; **OR**
2. Testing - Pass the required CSIA Certified Chimney Sweep® Exams subject to the follow prerequisites:
 - a. Submit the proper documentation demonstrating a minimum of 9 CEUs earned during your expiring 3 year credential cycle; **OR**
 - b. Complete an official CSIA Review no more than 6 months prior to your credential expiration date.

If you renew your credential within 6 months prior to your expiration date, you will keep your monthly renewal date. If you renew within 12 months after the expiration date, your monthly renewal date will remain the same, if within the first 6 months of expiration. When your credential expires, the referrals from the CSIA office and the Internet web site will cease.

CEUs must be received in the CSIA office within 90 days of the credential expiration date. CEUs may be acquired from the credential or re-credential date until 30 days after credential expiration date. (Exception: Initial review or CNTA may be credited up to 1 year in advance.) In order to renew your credential after the 90 days, you will be required to take the Certification Exam to become a CSIA Certified Chimney Sweep® once again.

When the credential renewal takes place within 12 months of expiration, the certification number will remain the same. **If the credential is allowed to lapse for more than 12 months, a new certification number and expiration date will be assigned.**

CERTIFIED TECHNICIAN RESPONSIBILITY

CSIA has incorporated an online CEU record sheet for all CSIA Certified Chimney Sweeps®. While this record is based on the information received in the CSIA office you are still required to keep your own record. This automated service may or may not be a complete and accurate record. Any inaccuracies should be reported to the CSIA office at the time your renewal is due for research. Continuing Education Audits may be performed randomly at the discretion of CSIA after the submission of CEU renewal forms.

Participants that do not accumulate the required minimum of 48 CEUs during the three-year period will forfeit the credits. In order to renew your credential, you must take the CSIA Certified Chimney Sweep® Certification Exam.

Once a credential has been renewed, all CEU credits acquired during the three-year renewal cycle will be forfeited. There will be no carryover of accumulated CEU credits.

CONTINUING EDUCATION:

STAYING CURRENT WITH THE LATEST TRENDS AND STANDARDS

Through state and regional conventions, vendor training and installation seminars, the NCSG Annual Convention and Trade Show, and other events, today's chimney service professionals have both the opportunity and the responsibility to take advantage of education and training.

A CSIA Certified Chimney Sweep® must take the certification examination every three years to maintain their CSIA Certified Chimney Sweep® status including attaining a minimum of 9 CEUs during the previous 3 years. As an alternative, and to add to their body of knowledge, a sweep may renew their credential by accumulating 48 continuing education units in the appropriate categories.

The Continuing Education Credential Renewal Program is a voluntary alternative to re-testing every three years and is offered to all CSIA Certified Chimney Sweeps® in good standing following their initial credentialing period. The program was developed to encourage more direct involvement of the individual sweep and continue to build his or her level of industry expertise.

CEU Requirements

The participant is required to obtain a minimum of 48 Continuing Education Units (CEUs) in a three-year period in order to renew their credential with this program. At which time 50% (8 per year or 24 total) of the **required** CEUs must be obtained from a CSIA course (online or in person) or NCSG convention in ANY CATEGORY. CEUs will be offered for attendance/participation in seminars and programs approved by the CSIA CEU Committee.

The material accepted into the program must fall into one or more of these five areas of focus:

- Technical
- Codes & Standards
- Communication & Liability
- Health & Safety
- Business (Business CEUs are elective, not required.)

To ensure the program is well rounded, minimum category requirements are:

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|---|----|
| • Technical | 12 |
| • Codes & Standards | 8 |
| • Communication & Liability | 6 |
| • Health & Safety | 6 |
| • Additional in ANY category (including Business) | 16 |

48 TOTAL CEUs

Once you have the minimum CEUs in each of these categories, the “**additional**” category balance can be accumulated in any or all categories, including Business. Business CEUs may not be used to meet minimum category requirements in Technical, Codes & Standards, Communication & Liability and Health & Safety.

(Note: Certifications due for renewal in 2020 or 2021 are not required obtain 50% of the CEUs from a CSIA course or NCSG convention. All subsequent renewal cycles will follow the new policy.)

This policy became effective 1/1/06 and revised as of 9/23/20.