



## Renewal Application for Continuing Education (CE) Sponsor

Thank you for your interest in renewing your Continuing Education (CE) Sponsor status with IMCA®.

By submitting this renewal application, your organization is confirming that the education it offers continues to meet the content, format, and record-keeping criteria defined by IMCA's Certification Commission. A copy of these criteria can be accessed online at [www.imca.org/pages/ce-provider](http://www.imca.org/pages/ce-provider).

Section 1: Organization Information	
IMCA CE Sponsor ID#:	
Organization Name:	
Organization Mailing Address:	
Organization Website:	
*Organization Primary Contact Name:	
Primary Contact Telephone:	
Primary Contact Email:	

\*All future communication regarding the CE Sponsor status and future, accepted programs will be sent to the Primary Contact on record.

Section 2: Registered CE Sponsor Fee	
The annual fee for the CE Sponsor status includes acceptance of unlimited programs that are less than or equal to 8 hours. Programs that are more than 8 hours are subject to additional fees.	<b>Total Amount Due:</b> US\$300
Please select payment method:	
<input type="checkbox"/> Check (make check payable in USD to IMCA) Amount Enclosed: _____ Check Number: _____ Make checks payable and mail to:  <div style="text-align: center;">             IMCA              Attn: CE Provider Specialist              5619 DTC Parkway, Suite 500              Greenwood Village, CO 80111           </div>	<input type="checkbox"/> Credit Card (check only one) <ul style="list-style-type: none"> <li><input type="checkbox"/> VISA</li> <li><input type="checkbox"/> MasterCard</li> <li><input type="checkbox"/> AmericanExpress</li> <li><input type="checkbox"/> Diners Club</li> <li><input type="checkbox"/> Discover</li> </ul> Credit Card Number: _____ Exp(mm/yy): _____ Name on Card: _____ Signature: _____
Fees are subject to change without notice and are non-refundable.	

Section 3: Support Documentation	
The educational programs listed in the renewal reminder email will automatically renew with the CE Sponsor status unless noted otherwise. Please list all of the courses <b>not to be renewed</b> in the space provided below. <b>Note: you must reference the IMCA Course ID(s) and Course Title(s) or risk delay of renewal.</b>	
IMCA Course ID	Course Title

**Section 4: Terms and Conditions**

The CE Sponsor agrees to submit education programs for CE credit acceptance that comply with all IMCA continuing education criteria as set forth below. The acceptance of such documentation by IMCA does not constitute endorsement of education program(s) or any certificate or designation that is conferred as a result thereof.

IMCA reserves the right to conduct a program audit of the CE Sponsor at any time. CE Sponsor status or acceptance of specific education programs for CE credit can be revoked as determined by IMCA based on the audit.

**IMCA Trademark Rights** – IMCA is the owner of rights in the IMCA trademark and the CIMA/CIMC/CPWA designations (collectively “Marks”) in certain jurisdictions. CE Sponsor shall use the Marks only in connection with educational programs accepted by IMCA for CE credit and only in the form and manner directed by IMCA.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Next Steps:**

1. IMCA staff will email confirmation of renewal application receipt within 2 business days.
2. IMCA staff will email confirmation of renewal within 10 business days of receipt.

Note: Renewal is annual and will expire at the same time next year. At the time of renewal, the Primary Contact on record will receive emailed renewal reminders prior to expiration.