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|  American Petroleum Institute | <b>Document Number:</b><br>External Program Document:<br>ICP-PD-102-FAQs | <b>Revision Date: June 26, 2025</b> |
| Recertification Requirements: Continuing Professional Development (CPD) hours: FAQs                            |                                                                          |                                     |

## Recertification Requirements: Continuing Professional Development Hours: FAQs

**Q: I completed my Bachelor's degree in Engineering during my recertification period. Why am I only receiving 45 CPD hours?**

A: While completing a college degree is a significant and commendable achievement, ICP limits the CPD credit to a maximum of 45 hours to maintain consistency and balance across all continuing professional development activities. Our CPD framework is designed to ensure a diverse range of learning experiences and to align with international best practices, which often cap credits for large single activities. This allows us to recognize the value of a degree while ensuring fairness and equivalence across all forms of professional development.

**Q: How many activities can I upload at one time into my CPD activity tracker?**

A: Certificants may upload a maximum of 10 activities in one entry. Please be sure to use a file name that matches the certificate.

**Q: Does the CPD requirements replace ICP's requirement for proof of continued inspection experience or the web quiz?**

A: No. The CPD hour requirement is in addition to the existing recertification requirements. For each recertification period, Certificants must also still be verified for continued inspection experience for 20% of the last 3 years. Every six years (every second recertification), Certificants must also still take and pass a short online web-quiz.

**Q: What if I am a few hours shy of the required CPD hours when my certification expires?**

A: Recertifications have a 90-day grace period after your certification expiration date. You may complete the remaining hours within the 90-day grace period and submit them to ICP.

**Q: Do I have to wait till I submit my recertification application to submit my CPD hours?**

A: ICP recommends that you submit CPD activities as you complete them using the CPD Tracking tab in the portal (See [ICP-PD-102: Recertification Requirements: Continuing Professional Development \(CPD\) hours: Appendix A](#)). CPD activities will be reviewed after the recertification application has been submitted. ICP Staff will not pre-approve or review the CPD activities before recertification applications are submitted.

**Q: If I have three certifications, do I have to complete 72 CPD hours in 3 years?**

A. No. You can apply CPD credit hours across certifications that are expiring within a 3-year recertification period. If you hold an API 510 and API 653 both recertifying in 2024, you need 8 CPD hours for each certification each year. If you take a Mechanical Integrity training course for 8

CPD hours in 2023, these 8 CPD hours can be applied to both the API 510 and API 653 for those recertification terms.

**Q: Do I have to pay to take classes just to get CPDs?**

A: No. While taking training is one way to get CPDs, ICP has several categories that allows for other ways of obtaining CPDs table listed in [\*ICP-PD-102: Recertification Requirements: Continuing Professional Development \(CPD\) hours: Determining CPD Hours for Recertification Applications.\*](#)

**Q: Does ICP have a list of approved trainers/training courses that grant CEUs?**

A: No, ICP does not have a list of approved trainers or courses. When selecting a training program, Certificants should ensure the following are met:

- 1) Training is to be provided by a recognized party, as well as developed and delivered by qualified individuals not directly employed by the Certificants employer.
- 2) The subject is directly relevant to the petrochemical industry and the ICP certification (see the definition of this in [\*ICP-PD-102: Recertification Requirements: Continuing Professional Development \(CPD\) hours: Industry Related Topics\*](#))
- 3) The training is to have clear and relevant learning objectives, and not be related to commercial marketing activity.
- 4) For one day, or multi-day courses, there should be no more than 10 contact hours in a 24-hour period
- 5) CEU equivalent hours should not exceed the time needed to complete the subject materials.
- 6) Must evaluate the participant's knowledge through some assessment mechanism (i.e., quiz/test at the end of a module or course)
- 7) Must provide documentation showing completion or mastery of the course (certificate or transcript)

**Q: Do I have to take a training course through API-U?**

A: No. There is no requirement that training/CEU courses must be through API-U. API-U is one of many organizations that offer applicable training course. It does offer in-person and virtual courses that may be relevant to your certification. Their courses are IACET accredited and provide a certificate of completion at the end of the course. Refer to the requirements identified in the CEU's/Training Section.

Lack of IACET accreditation does not preclude training from being accepted as valid CPD hours by ICP. ICP will grant CPD hours based on contact hours only.

**Q: Do I have to participate in API conferences to get credit for “participation in industry events”?**

A: No. Other related industry events, such as those run by AMPP/NACE, ASNT, ASME, AWS, that are related to your certification(s) are acceptable.

**Q: I am attending the Inspection and Mechanical Integrity Summit, some sessions are only 40 minutes long, can I still get CPD credit hours?**

A: While ICP typically grants credits for sessions 50 minutes or more, Certificants attending the Inspection and Mechanical Integrity Summit will receive credit under the “participation in industry events” option. Certificants must attend, and obtain proof of attendance, for a minimum of 4 sessions a day to receive credit for a full day’s attendance (8 hours).

At the Summit, attendees’ badges will have a QR code linked to their Summit registration. At each session, scanners will be located at the entrance. Attendees will solely be responsible for scanning their badge as they enter. Attendees who fail to scan themselves into their session will not receive credit and credit cannot be retroactively granted as there will be no other proof of attendance for that session. Once scanned, the session will be logged on their registration information. Attendees will receive an email after the Summit that will list all sessions attended. This will be the proof that can be used for ICP CPD credits or other Professional Development Hours needed for other organizations.

**Q: If I must complete CPD hours for other industry certifications, can I also submit them for my ICP certification(s)?**

A: Yes. If the activities/training you completed for your other industry certifications are applicable to your ICP certifications, then you may use those hours for your recertification requirements.

Example: ICP will accept the 9 yr. recertification bootcamp for CWI certification

Exception: ICP will not accept activities related to maintaining ASNT SNT-TC-1A

**Q: What should I do if my activity is not included in the activities listed in the table above?**

A: If you are planning to participate in an activity that does not fit in any of the activity categories listed above but are *ICP-PD-102: Recertification Requirements: Continuing Professional Development (CPD) hours: Industry Related Topics*, email [inspector@api.org](mailto:inspector@api.org), with the subject *CPD Additional Related Topic*.