

## CIM Program Continuing Education Credit Form

*This form may be used by Certified Installation Managers to maintain continuing education information for certification renewal. Courses to be considered for evaluation must follow maintenance and recertification requirements of the Certified Installation Manager (CIM) Program.*

### CIM'S INFORMATION

<b>Name:</b>		<b>Address:</b> _____	
<b>Email address:</b>		_____	
<b>Telephone: Number:</b>	<b>FAX Number:</b>	_____	

### COURSE INFORMATION

<b>Course Title:</b>	<b>Credit Requested:</b> <input style="width: 50px; height: 20px;" type="text"/>	<i>(1 hour = 1 credit) Do not include Lunches, Business Meetings, etc.</i>
<b>Brief Course Description:</b>		
<b>Course Date(s):</b>	<b>Course Time(s):</b>	
<b>Course Location:</b>		
<b>Provider Name, Phone Number, and Email Address:</b>		

**PLEASE ATTACH THE FOLLOWING COURSE INFORMATION. THIS INFORMATION IS REQUIRED IF YOU ARE SELECTED FOR A CE REVIEW.**

- 1. Proof of successful completion (i.e. grade report, certificate, letter from instructor), AND/OR**
  - 2. Course syllabus/outline or description**
- You may also want to retain any additional handouts, timelines, brochures, etc. which may aid in evaluation of this course.**

**PLEASE READ AND SIGN BELOW:**

I affirm the information provided above is complete and accurate and I successfully completed this course and attended for the number of hours indicated.

CIM's Signature: \_\_\_\_\_

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

Remit to FCICA, 7439 Millwood Dr., West Bloomfield, MI 48322  
Main: 248-661-5015; fax: 248-661-5018  
Email: [Kelly@fcica.com](mailto:Kelly@fcica.com)