


## Help Your Attendees Track Their CEUs Automatically!

When you submit a roster for an event delivered by the Learning Center at ICC, your attendees receive the following benefits:

- Attendee's CEUs are automatically tracked for them in their **MyICC Account**, no need for them to manually enter them!
- Your attendees can easily track the courses they have taken.
- Allows your attendees to print a **Certificate of Completion** directly from the Learning Center at ICC at anytime after completing the course.
- Makes certification renewal much easier by having all CEUs tracked in MyICC.
- The Learning Center can automatically send your attendees a **Course Survey** and share the compiled results with you!

### Submitting Your Roster Is Easy!

Simply have the attendees sign-in to the class on the Learning Center Course Sign-In Sheet, the ICC Trainer will take attendance at the beginning and the end of class and submit the sign-in sheet upon completion! Attendance records will be uploaded within 5 business days!



### Course Sign In Sheet

**Course Name:** IBC Special Topics  
**Training Location:** Address of location  
**Sponsor:** South Central Summit Chapter  
**Course Date(s):** January 15, 2018  
**Trainer(s):** John Gibson  
**CEUs:** .6      **AIA Course #:** ICC 12345      **Contact Hours:** 6

Please Ensure That You Write Legibly When Entering The Data Below

Name	Email Address	ICC Member #	AIA #	Sign In	Sign Out
Marcus D. Johnson	MDJ1970@yahoo.com	123456	65432	MDJ	MDJ