



## DECLARATION AND RELEASE

I, \_\_\_\_\_, hereby submit this application for the Renewal of the following certifications:  
(Please write full name)

\_\_\_\_\_  
(Please write the description of the Certification)

offered by the International Municipal Signal Association (IMSA), in accordance with and subject to the applicable standards, rules, policies, and procedures of the certification/renewal program. I understand that the IMSA will use reasonable efforts to keep the information in its possession confidential. **I understand that IMSA reserves the right to verify any or all of the information associated with this application, and that providing false, misleading, inaccurate, or incomplete information or otherwise violating the rules governing the certification/renewal program may constitute grounds for the rejection of this application, revocation of certification, or other appropriate disciplinary action.**

I recognize that IMSA reserves the right to modify or alter at any time the certification standards, the requirements for renewal, and any rules, policies or procedures in connection therewith. I understand and agree that IMSA owns or has exclusive rights in and in to all names, trademarks, logos, copyrights, applications, and other material related to the IMSA certification and/or renewal program, and I agree that I shall only use such intellectual property in accordance with IMSA policies, and agree to cease using such intellectual property upon the expiration, suspension or termination of my certification. I understand and agree that IMSA make no claims, warranties, guarantees, or promises regarding the content or performance of any certificant, and I agree not to misrepresent my certification status and its meaning. I do hereby attest to the accuracy and validity of, and assume full responsibility for, the content of the application and all materials and information used by me in support of the application.

In consideration of my application to and participation in the IMSA certification and/or renewal program, I do hereby release, discharge and hold harmless, individually and collectively, IMSA, and their officers, directors, employees, committee members, members, subsidiaries, agents, successors, and assigns, from any and all liabilities that may arise, directly or indirectly, now or in the future, by reason of or in connection with any decision, action or omission relating to this application, the failure to grant renewal, the revocation of certification, or the certification standards.

I hereby authorize IMSA to make inquiries to the identified persons or entities listed on the application form so as to verify information on my certification/renewal application and authorize any persons or entities contacted by IMSA to respond to these inquiries and provide copies of any relevant and non-confidential information to IMSA. I further authorize IMSA to provide a copy of this Declaration and Release to those entities contacted in connection with this application should it be requested.

I have read this application and associated materials and understand and agree to abide and be bound by the terms and conditions contained herein, and by all current and future policies, procedures, rules, and regulations of IMSA.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**Continuing Education Personal Log**

Did you know you can now submit your Continuing Education Credit (CEC) requests online? Go to [www.imsasafety.org](http://www.imsasafety.org) and sign in to your profile. Click on the “My Certification Record” tab and follow the instructions to add your continuing education information.

*If you do not have access to a computer, please fill out this page in chronological order and account for relevant educational sessions that you have attended within the three-year renewal period. If you hold a certification in more than one area, please use a separate form for each certification specialty area. Course announcements, certificates of attendance, etc. should be retained as evidence of participation.*

Specialty Renewing: \_\_\_\_\_

| Program Date(s) | Hours Attended | Course/Program Title | Instructor Name | Entity- Company Providing Course/ Program |
|-----------------|----------------|----------------------|-----------------|---|
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**I hereby attest that the information provided above is true. I understand that IMSA reserves the right to verify any or all the information provided with this log, and that providing false, misleading, inaccurate, or incomplete information or otherwise violating the rules governing the certification/renewal program may constitute grounds for the rejection of this log, revocation of certification, or other appropriate disciplinary action.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



Your Partner in PUBLIC SAFETY

## Certification Renewal

Did you know you can now submit your Continuing Education Credits (CEC) and upload supporting documentation online for approval? Go to [www.imsasafety.org](http://www.imsasafety.org) and sign in to your profile. Click on the “My Certification Record” tab and follow the instructions to add your continuing education information. If submitting CECs online, please return this page and the Declaration and Release to the address below or email to [cert@imsasafety.org](mailto:cert@imsasafety.org).

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please list the certification(s) you are renewing:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** Fee is based on individual certification, not an agency/employer group rate.

| NUMBER OF RENEWALS | FEE             | MEMBER DISCOUNT | MEMBER PRICE    |
|--------------------|-----------------|-----------------|-----------------|
| 1                  | \$80.00         | \$40.00         | \$40.00         |
| 2                  | \$110.00        | \$40.00         | \$70.00         |
| 3                  | \$130.00        | \$40.00         | \$90.00         |
| <b>4 OR MORE:</b>  | <b>\$140.00</b> | <b>\$40.00</b>  | <b>\$100.00</b> |

Credit card payments can be made by calling 321.392.0500 or online. *Please do NOT email your credit card information.*

**If you are not a member of IMSA and would like to receive the discounted member rate, you may visit our website at [www.imsasafety.org](http://www.imsasafety.org) to join.**

Renewal fees can be made by check (US FUNDS ONLY) or purchase order.

Please make checks payable to **IMSA** and mail to:

**IMSA**  
**597 Haverty Court, Suite 100**  
**Rockledge, Florida 32955**

*RETURNED CHECKS WILL INCUR A \$50.00 FEE*

Purchase Order Number: \_\_\_\_\_ (Include Copy of Purchase Order)

**Please contact IMSA with any questions at [cert@imsasafety.org](mailto:cert@imsasafety.org) or 321.392.0500.**



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## CERTIFICATION RENEWAL

### PERSONAL LOG FOR ACTIVITIES DURING THREE-YEAR PERIOD

Starting Month/ Year \_\_\_\_\_

Certification Field \_\_\_\_\_

Name \_\_\_\_\_

First

Last

Middle Initial

Address \_\_\_\_\_

Street

City

State

Zip

Employer \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_

Carefully read the "Certification Policy" before filling out your log

#### INSTRUCTIONS

1. This personal log should be used to keep a record of all your renewal activities as they occur. You should keep this log, a copy of the renewal policy, and all supporting documentation in a single, convenient, and secure location. If you prefer, you can now go online and upload your supporting documentation into your profile.
2. The Declaration and Release must be signed and submitted with ALL renewals. Failure to complete this step could prolong the renewal process. It is recommended that you complete a separate log for each certification you wish to submit for renewal.
3. Your accumulated hours will come from relevant educational sessions or attending the current certification course during the three-year renewal period. For required hours see the IMSA Certification Renewal Policy.
4. The hours associated with each specific certification should be logged either online or on the Personal Log included with this packet. All information requested, and the appropriate renewal fee must be submitted at the time of renewal. If this is not done it could prolong the renewal process.
5. A random sample of all completed Renewal Applications will be selected for audit by IMSA. If your application is selected, you will be asked to submit documentation to support the information on your Renewal Application Form.

Revised 5/7/18