
Course Credit Policy

The purpose of this policy is to establish clear guidelines for how I-CAR course credits are awarded and applied to participants upon successful completion of an eligible I-CAR course or an approved Training Alliance provider course.

This policy applies to all participants who complete eligible I-CAR courses or approved Training Alliance provider courses for the purpose of earning course credits toward their Annual Training requirements. It governs how credits are awarded, calculated, and applied. The scope of this policy does not extend to courses, providers, or training activities not recognized by I-CAR.

Course Credit and Eligible Courses

- **Course Credit**
 - I-CAR course credit is the current unit of measure for eligible I-CAR and approved Training Alliance courses. Course credits are different from course count and course duration, as one course may provide more than one course credit depending on the training duration.
 - Only training and evaluation time count toward course credit for in-person training. Time for breaks, meals, and similar activities will not be considered when determining course credit values.
 - The published course duration, listed within the course description on the I-CAR website, will be the course credit value applied (up to a maximum of 6 credit hours).
- **Course Credit Guidelines**
 - For courses less than one hour in duration, one course credit will be given.
 - For courses one hour or longer in duration, course credit will be applied for each full hour of course duration or instruction.
 - Credit will be rounded down to the nearest whole number for courses that have fractional hours (ex. A 3.5-hour course will be given 3 course credit hours).
- **Annual Training Course Credits**
 - Participants with an annual training requirement must complete 6 course credits each training cycle.
 - Course credits earned beyond six cannot be carried over to the next training cycle.

- **Eligible Courses**

- An eligible I-CAR or Training Alliance course is an I-CAR approved learning event that includes both a training and testing element. Courses that do not include a testing element will not be eligible for course credit.

- **Course Formats**

- The course format can be, but not limited to, Live (in a classroom setting), Online (over the internet), Virtual (instructor led, held over the internet), in person Hands-On or a certification event held in-shop or at a fixed training site (shop or I-CAR training facility).

- **Testing Elements**

- The testing element can be, but not limited to, an in-person or online theoretical or practical test or an in-person hands-on skills assessment. The testing format is chosen by I-CAR and is utilized to prove the participants have the knowledge and skills the course was intended to teach and/or verify.

- **Participant Eligibility**

- Participants must obtain and provide an I-CAR ID to receive course credit. Only registered or enrolled participants who then attend and complete both the course training and course testing element are eligible to earn course credit.

To earn I-CAR course credit, the participant must pass the testing element of the course.

- **Use of Accounts and Login Credentials**

- Each participant is responsible for maintaining the integrity of their myI-CAR account and should not share their login information.
- To protect the value of the I-CAR training achievement, it's important that each learner uses their own account and should never allow someone else to complete training on their behalf.
- If fraudulent activity is discovered, I-CAR reserves the right to suspend the training credit. The suspension of any training credit could affect individual Platinum recognition, as well as the organization's Gold Class status.