

Remember!

PCC II and HMA I Updates

If you are **Level II PCC** and/or **Level I HMA** certified, you **MUST** complete two update classes in the five-year period between certification and each re-certification to be eligible to recertify. If we do not have record of you taking two update classes, you will not be allowed to take the recertification exam.

You will not receive credit for update classes taken in the year you earned the certification or in the year your certification expires.

You will receive credit for only one update taken each year. For example, if you take two update classes in the same training season, only one will be reflected on your record.

We strongly encourage that updates are attended every year if possible. Changes and important new information are presented that could affect how you do your job!

Example

Certification earned in Spring 2015.
Certification then expires December 31, 2019

Updates must be taken in AT LEAST two of these four training seasons.

| | |
|-----------|-----------|
| 2015-2016 | 2017-2018 |
| 2016-2017 | 2018-2019 |

How can I get my update classes?

Update classes are available in every district. Dates and locations are listed on pages [88](#) and [89](#). Level II PCC updates are also available at the **ICPA Workshop**. Level I HMA updates are available at the **APAI Workshop**. The dates for these workshops are listed on [page 103](#). Anyone completing the Monitor Administration course ([page 100](#)) will receive credit for both an HMA and a PCC update.

Updates via the web

Updates will be offered through web based training. These will be available January 1 thru May 31. If an individual plans on taking the PCC II or HMA I update via the web, they will need to go to the DOT webpage for web based training at: http://www.iowadot.gov/training/web_based_training.html. Follow the instructions for developing Learning Credentials (this only needs to be completed if you haven't previously developed your Learning Credentials (login and password)), then click on the web based update required. If you already developed Learning Credentials but forgot your password, contact Chris or Brian and they will find your password (don't attempt to set up new Learning Credentials). Only one person per login. Credit for the update is automatically registered upon completion of the web-based class.