



Payment Instructions for Companies Wishing to Pay Employee Certification Fees:

Note: Employee annual certification fees are the individual's responsibility to pay. A company may or may not choose to pay these fees for their certified staff. **Only one annual certification fee is applicable per person and shall be applied to the highest certification held.**

Technician Fee = \$25 includes all CIT-1, CIT-2, CIT-Ag and CIS certifications.

Designer Fee = \$50 includes all CID/Residential, CID Commercial, CID Landscape Drip, CID Ag-Sprinkler and CID Ag-Trickle.

Step 1: Company Coordinators login to your IIABC account. If you are unsure of your login info 99% of the time your username will be the email address you provided the IIABC on your membership application form. Hit "forgot login" on the left and reset password info will be sent to you. If your email address does not work as your username contact the office at #604-287-8222. **Note: Only the company coordinator login can manage/edit employees and pay their certification fees in the system. If administration is responsible for the payment process, logon info must be obtained from the company coordinator.**

Step 2: Click on [Renewal Page](#)

Step 3: TO MANAGE/VIEW AND PAY EMPLOYEE CERTIFICATION FEES.

CLICK ON: [Cert Fees](#) Here you have the [Manage Employees](#) option. You can add and remove employees to ensure the IIABC has your current employee list. After adding and removing employees you will click [Employee Update Complete](#)

Step 4: Once you have updated all employees and your list is correct, click [Pay Employee Certification Fees](#)

Step 5: Click on the [Active Employees](#) tab. Here you have the option to select each employee you wish to pay for, once finished click [Pay Cert Fees for selected employees](#)

Step 6: This will direct you to our payment page where you can fill out your billing information and select your payment method.

Step 7: A receipt will be sent to you via email that will clearly state which employee's certification fees have been paid, for your records.

For companies whose employees will be paying their own certification fees, directions are on the back of this page. Please photocopy for employees that are unsure of the payment process. **YOU WILL NEED TO INFORM EMPLOYEES THAT CERTIFICATION FEE INVOICES WILL BE SENT TO THEIR PERSONAL EMAILS IF THEY DO NOT REGULARLY CHECK EMAIL.**



Payment Instructions for Individual Certification Fees:

TO AVOID DOUBLE PAYMENTS, PLEASE FIRST CHECK WITH YOUR EMPLOYER TO ENSURE THEY HAVE NOT PAID YOUR CERTIFICATION FEE ON YOUR BEHALF.

Note: Employee annual certification fees are the individual's responsibility to pay. A company may or may not choose to pay these fees for their certified staff. **You are only required to pay one fee for the highest level of certification held, you are not required to pay for each certification you hold. For example, if you hold CIT-1, CIT-2 and CID/Turf Residential certifications, you will only pay the one \$50 CID designer fee.**

Technician Fee = \$25 includes all CIT-1, CIT-2, CIT-Ag and CIS certifications.

Designer Fee = \$50 includes all CID/Turf Residential, CID/Turf Commercial, CID Landscape Drip, CID Ag-Sprinkler and CID Ag-Trickle.

Step 1: Login to your IIABC account. If you are unsure of your login info 99% of the time your username will be the personal email address you provided the IIABC on your exam. Hit "forgot login" on the left and reset password info will be sent to you via email. If your email address does not work as your username contact the IIABC office at #604-287-8222.

Step 2: Click on 

Step 3: Click on  below your certification fee. **Note:** Your cart will appear on the left bottom corner of the page with your total including tax.

Step 4: Click on  and it will direct you to your billing information, once filled out click  this will direct you to the payment page where you can fill out your billing and payment information and confirm your order, your total will be at the top right of the page.

Once you have reviewed and confirmed your order a receipt will be sent to you via email.

Any questions regarding the certification fee program or the certification fee payment process can be directed to kim@irrigationbc.com