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South Carolina  
Department of Labor, Licensing and Regulation

Building Codes Council



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## CONTINUING EDUCATION GUIDELINES

### Requirements

- In accordance with Regulation 8-150, 24 hours of continuing education are required per two-year registration cycle. The reporting period is from July 1st to June 30th of each odd numbered year, and hours cannot be carried over to the next registration cycle.
- Proof of continuing education is by audit at the discretion of the Council.
- Continuing education accrued to qualify for registration reinstatement shall not count towards the required continuing education for the new registration cycle.

### Courses Approval and Reimbursement

- Licensees must have an active registration to seek reimbursement of Continuing Education costs from the Council.
- Continuing education that is not approved in advance by the Council will not be eligible for reimbursement.
- The Council may limit payment of continuing education to a maximum of 12 hours per registrant per year; however, no more than the required 24 hours will be eligible for reimbursement.
- Council must receive requests for approved continuing education by the course registration date. Requests received after the registration date will be forwarded to the course provider with the understanding that the Council will pay for the advance registration fee. Any additional or late fees must be paid by the attendee/jurisdiction.
- Courses must be selected from the List of Approved Courses in order to be eligible for continuing education hours and reimbursement.
- Council may establish a maximum payment per credit hour. For courses with a higher cost per hour, the costs in excess of the per-hour maximum, must be paid by the attendee/jurisdiction.  
As of November 16, 2021, the following is approved for maximum payment per credit hour:  
\$30/per CE hour, \$180 maximum per day for 6 hours.
- In order to receive reimbursement for a course, the Reimbursement Request Form must be completed and submitted to the Council within LLR's fiscal year, which ends on June 30<sup>th</sup> of each year. After the current fiscal year has passed, reimbursement will no longer be available.

### **Overview of Approved Continuing Education**

- One (1) hour of continuing education shall be awarded for each hour of active participation in any course, seminar, workshop, session or other training medium approved by Council. Approved continuing education courses must come from the List of Approved Courses.
- Approved continuing education shall not exceed 6 credit and/or training hours per day.
- ICC examinations passed during the licensing cycle may count as one continuing education credit hour. Each licensee seeking continuing education credit for successfully passing one or more ICC examinations must submit proof of his or her examination result(s) to the Council for the one-hour credit. (Approved 11/20/19)
- Self-pace online Continuing Education (CE) courses from an approved course list may be used for up to twelve (12) hours per registration cycle. (Approved 8/17/21)
- One correspondence or home study course approved for continuing education, excluding code books, will be eligible for payment by the Council. Approved correspondence or home study courses are limited to one per jurisdiction and will be ordered and purchased by the Council, in the name of the building official.
- Continuing education courses will be reevaluated periodically to ensure quality and applicability of the information.