

CONTINUING EDUCATION POLICY

All required continuing education must be accrued by the close of business on June 30 of each odd numbered year.

Proof of continuing education must be submitted with the application for registration renewal on a form provided by the Building Codes Council.

If continuing education is not accrued by June 30 of each odd numbered year, the registration will expire and not be renewed.

Code Enforcement Officers (CEOs) who are not currently employed by a local jurisdiction shall be placed in an "Inactive" status. (Added 11/28/07)

An expired registration will be reinstated under the following conditions: (Added 11/28/07)

If the CEO has maintained his or her International Codes Council (ICC) certifications through the ICC maintenance program, a registration shall be reinstated upon submission of documentation of certification maintenance and payment of fees for the current year. (Added 11/28/07)

If the CEO's registration is in an inactive status for three years or less then he/she shall submit proof of attendance of approved training classes equal to 24 contact hours prior to re-registration and payment of fees for the current year. (Added 11/28/07)

If the CEO's registration is in an inactive status for more than three years then he/she shall submit proof of attendance of approved training classes equal to 24 hours within the past two years prior to re-registration. (Added 11/28/07)

Costs for continuing education will not be paid or reimbursed by the Council while a registration is inactive or expired.

Continuing education accrued to qualify for registration reinstatement shall not count towards the required continuing education for the new registration cycle.

Continuing education that is not approved and scheduled in advance by the Council will not be eligible for reimbursement.

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.

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.

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.

Council may approve continuing education courses for credit hours, but not payment. For such courses, all costs must be paid by the attendee/jurisdiction.

Council may limit payment of continuing education to a maximum of 12 hours per registrant per year. Continuing education courses will be reevaluated periodically to ensure quality and applicability of the information.

Adopted by Council 5/23/01, Amended 11/28/07