

— Industrialized Buildings Commission —

Number  
95-02

**Effective Date:** September 28, 1995

**Subject:** Continuing Education Guidelines

**Reference:** UAP Part VI, Section 4(G)(2)

**ISSUE:** Designated agencies requested that a specific guideline be developed to better define the criteria for an acceptable continuing education activity.

**INTERP:** At the recommendation of the Rules Development Committee (RDC), the Commission has adopted the following guidelines:

FORMAL INTERPRETATION

## **Continuing Education Guidelines**

### **A. Introduction**

As a condition for certification renewal, each applicant shall be required to meet the continuing education requirements specified in Part VI, Section 4(G)(1) of the Uniform Administrative Procedures (UAP). A continuing education activity which meets the guidelines as specified below shall be accepted by the Commission as meeting the requirements of UAP Part VI, Section 4(G)(2). A continuing education activity does not have to be pre-approved by the Commission.

### **B. Definitions**

Terms used in these guidelines are defined as follows:

1. **Commission:** The Industrialized Buildings Commission.
2. **Continuing Education Unit (CEU):** A unit of credit customarily earned by attending a continuing education activity. Generally, one continuing education unit is equivalent to ten (10) hours of instruction (See Parts E and F below for additional details).
3. **Sponsor:** An individual, organization, association, institution, government agency or other entity which provides an educational activity for the purpose of fulfilling the continuing education requirements of the UAP.

### **C. Activities**

Continuing education activities which satisfy the continuing education unit requirement shall include, but are not limited to:

1. Successfully completing or auditing college or university sponsored courses.
2. Successfully completing courses which are awarded continuing educational units (CEU).
3. Attending seminars, tutorials, short courses, correspondence courses, televised courses or videotaped courses.
4. Attending in-house programs sponsored by corporations, government agencies or other organizations.
5. Teaching or instructing as described in 1 through 4 above.

6. Authoring published papers, articles or books.
7. Making presentations at technical meetings.
8. Attending program presentations at related technical or professional meetings.

All such activities as described in 1 through 8 above must be relevant to code compliance and may include technical, ethical or management content.

**D. Criteria**

Continuing education activities must meet the following criteria:

1. There is a clear purpose and objective for each activity which will maintain, improve or expand skills and knowledge obtained prior to initial certification or to develop new relevant skills and knowledge.
2. The content of each presentation is well organized and presented in sequential manner.
3. There is evidence of preplanning which should include the opportunity for input by the target group served.
4. The presentation will be made by persons who are well qualified by education or experience.
5. There is a provision for individual participant registration which will include information required for record keeping and reporting.

**E. Units**

The conversion to CEU from other units is as follows:

1 University semester hour of credit:	4.5 CEU
1 University quarter hour of credit:	3.0 CEU
1 Hour of acceptable continuing education activity instruction:	0.1 CEU

**F. Credits**

CEU credit for qualifying courses successfully completed which offer semester hour or quarter hour credit is as specified above. All other activities permit the earning of 0.1 CEU for each contact hour with the following exceptions:

1. Auditing of university or college courses permit CEU credit of 1/3 that shown above in part E.
2. Teaching or instructing qualifying courses or seminars or making presentations at technical meetings can earn CEU credit at twice that of participants.
3. Authorship of papers, articles or books cannot be claimed until actually published. Credit earned will equal preparation time spent not to exceed 2.5 CEU per publication.

## **G. Forms**

All renewal applications will require the completion of a continuing education form specified by the Commission outlining CEU credit claimed. The registrant must supply sufficient detail on the form to permit audit verification, must certify and sign the continuing education form and submit it with the renewal application and fee.

## **H. Records**

The responsibility of maintaining records which can be used to support credits claimed is the responsibility of the applicant. Records required include but are not limited to the following:

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name and CEU credit earned.
2. Attendance verification records in the form of completion certificates, signed attendance receipts, paid receipts, a copy of a listing of attenders signed by a person in responsible charge or other documents supporting evidence of attendance.

These records must be kept for a period of five years.

## **I. Verification**

The Commission will audit a selected percentage of all renewals to insure compliance with continuing education requirements. Auditing will be done after renewals are complete. Records as described in part H above must be furnished to the Commission for audit verification purposes if requested.

## **J. Disallowance**

If the Commission disallows claimed CEU credit the registrant shall have 180 days after notification to substantiate the original claim or to earn other credit to meet the minimum requirement.