

Continuing Education Hours for Professional Licensure Boards:

Board of Architecture and Interior Design: 0 hours

Board of Professional Engineers: 0 hours

Building Code Administrators and Inspectors Board: 7 hours for attendance at Building Commission or TAC meetings.

Construction Industry Licensing Board: 4 hours and must be a member of a TAC.

Electrical Contractors' Licensing Board: 4 hours and must be a member of a TAC.

61G19-9.004 Approval of Courses.

(1) Any provider registered pursuant to this chapter may apply for approval of a continuing education course. The application must be submitted on a Board-approved form, DBPR BCAIB 5, Application for Continuing Education Course Approval/Renewal and Provider, effective July, 2013, incorporated in DBPR Rule 61-35.008, F.A.C., copies of which may be obtained from the Board office. Applications must be submitted a minimum of ninety (90) days prior to the date the offering begins.

(2) Upon receipt of a course application and the appropriate fee, the Board may approve any course, seminar, or conference in the construction area provided by any university, college, junior college, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which meets the criteria of this part.

(3) The application shall include the total number of classroom hours, the course syllabus, a detailed outline of the contents of the course, and the names and qualifications of all instructors known at the time of application.

(4) The Board shall approve continuing education courses which have sufficient educational content to improve the certificate holder's inspection and technical skills, which are taught by qualified instructors, and which otherwise fulfill the requirements of this part. Course approval is valid for two (2) years from the date of approval unless the provider expires or is disciplined.

(5) The Board shall approve or deny any application for course approval at the first Board meeting held more than thirty days after the date the application is received by the board. If the application is denied, the Board shall inform the applicant in writing of the specific reasons for denial within fifteen days of its decision.

(6) A course which has been rejected by the Board may be resubmitted with modifications.

(7) The Board shall not deny or withdraw approval of a course on the basis that another course provider is conducting the same or a similar Board-approved course.

(8) If a course is approved, the Board shall assign the course a number. The course provider shall print the Board-assigned number on the course syllabus, on all printed material used in connection with the course, and in all written advertising used in connection with the course.

(9) Of the required fourteen (14) continuing education hours, up to three (3) hours credit may be earned by attending a single day meeting of the Board. Licensees shall give at least seven (7) days advance notice to the Board of their intention to attend the meeting for continuing education credit. Licensees shall check in with the Clerk of the Board prior to the meeting and must sign in and out for breaks and lunch periods. Continuing education credit will be awarded on an hour-for-hour basis. A maximum of three (3) hours of continuing education credit per biennium may be earned in this manner. Licensees shall not be credited for attending any meeting in which the licensee is a party in any matter involving their license or eligibility for licensure or in any matter which action is initiated by them or on their behalf; nor shall a licensee receive credit for attending meetings of a committee of the Board. At the conclusion of the meeting, the clerk will provide a certificate of attendance which licensees will maintain for three (3) years.

(10) After a course has been approved by the Board, any substantive changes in the course content requires reapplication of the course to be submitted for approval by the Board.

(11) The Board approves those continuing education courses approved by the Construction Industry Licensing Board; the Electrical Contractors' Licensing Board; and the Board of Architecture and Interior Design.

(12) The course instructor shall receive continuing education credit equal to the total approved credit for that course if they submit this documentation at the request of the Department. Credit may not be granted for teaching the same course more than once in each biennium.

(13) Of the required fourteen (14) continuing education hours, up to seven (7) hours credit may be earned by attending a meeting of the Florida Building Commission within the Department of Business and Professional Regulation, or any of the meetings of any technical committees of the Commission. Certificate holders shall be responsible for obtaining and maintaining satisfactory proof of attendance at such meetings as specified in Rule 61G19-9.008, F.A.C. A copy of proof of attendance must be submitted to the Board office or Department upon request of completion to ensure that continuing education credit is awarded.

Rulemaking Authority 468.606, 468.627 FS. Law Implemented 468.627 FS. History--New 5-23-94, Amended 5-21-95, 10-1-97, 8-17-99, 4-23-01, 1-2-02, 12-10-02, 10-7-15, 10-23-17.

61G4-18.001 Continuing Education Requirements for Certificateholders and Registrants.

(1) Each person who is certified or registered by the Board must, as a condition of each renewal of the certificate or registration, obtain at least 14 classroom or interactive distance learning hours of continuing education in one or more courses from a continuing education provider approved by the Board. Of the required 14 hours of continuing education, up to four (4) hours of credit may be earned by attending a meeting of the Board wherein disciplinary cases are considered. The first complete hour of attendance will satisfy the requirement for continuing education in laws and rules regulating the construction industry, pursuant to paragraph (2)(e), below. At least seven (7) days advance notice of the intent to attend the disciplinary case session must be given to the Board, and the licensee must check in with Board staff prior to the beginning of the disciplinary proceedings. The licensee must sign in and out at breaks and at lunchtime. After the conclusion of the meeting, Board staff will issue a certificate of attendance to the licensee. The licensee must submit documentation of such participation to the Department within five (5) days of the date of issuance of the certificate of attendance. A maximum of four (4) hours will be allowed during a renewal cycle. Credit hours shall be awarded on an hour for hour basis up to a maximum of four hours. Credit hours may not be earned when the licensee attends a disciplinary case session as a party to a disciplinary action.

(2) All registered contractors and certified contractors are required to complete fourteen (14) hours of continuing education each renewal cycle. Of the fourteen (14) hours, one (1) hour shall be required in each of the following topics:

- (a) Specialized or advanced module course approved by the Florida Building Commission, or the Board;
- (b) Workplace safety;
- (c) Business practices;
- (d) Workers' compensation; and
- (e) Laws and rules regulating the construction industry;
- (f) Wind mitigation methodologies, if license is held in the following category: General, Building, Residential, Roofing, Speciality Structure, or Glass and Glazing.

(g) Pool electrical requirements, if license is held in the following category: Commercial pool/spa, Residential pool/spa, Swimming pool/spa servicing, or Residential pool/spa servicing specialty.

The remaining hours may include any of the aforementioned subject matter or general topics as defined hereinafter.

(3) The content of Board approved courses must be business, trade, workers' compensation, laws and rules related to the construction industry, or safety topics relevant to the construction industry. For purposes of this rule:

(a) Business practice topics include bookkeeping and accounting practices; managing cash flow; estimating and bidding jobs; negotiating and interpreting contracts and agreements; processing change orders; controlling purchasing; scheduling; controlling expenses; insurance and bonding related to construction; complying with payroll and sales tax laws; interpreting financial statements and reports related to construction; complying with Florida laws and rules related to construction, and chapter 682, F.S., Arbitration Code, chapter 713, F.S., Florida Construction Lien Law, and chapter 553, F.S., Building Construction Standards.

(b) Trade related courses may be used to satisfy the "general" requirements. These courses may include topics considered as contract administration and project management activities, including management and operation of the day-to-day activities of a construction contracting firm and advanced knowledge of the trade in which the contractor is licensed. Examples include, but are not limited to: preconstruction activities, including design and structural loading; project contracts; permits; plan and specification approvals; construction procedures and operations; methods, materials, tools and equipment as codified in the CSI 16 Division Format or ASTM; maintenance and service; reading plans and specifications; code updates pursuant to chapter 553, F.S., and related statutes.

(c) Safety courses include courses related to job site safety in the following topics: OSHA safety; workplace safety programs; safety manuals; procedure of testing and use of tools and equipment.

(d) Workers' compensation courses include: Compliance with chapter 440, F.S.; drug free workplace; calculating and assigning workers' compensation costs; premium modification and adjustments.

(e) Laws and rules related to the construction industry found in chapters 489, part I, and 455, F.S., division 61G4, F.A.C.

(f) Wind mitigation methodology, as limited to those topics listed in section 553.844(2)(b)1.-5., F.S. (2007).

(g) Pursuant to section 489.115(4)(b)2., F.S., specialized continuing education courses approved for the purpose of allowing Division I certificateholders or registrants to certify plans and specifications on compliance with the wind resistance provisions for one and two family dwellings contained in the Florida Building Code and alternate methodologies approved by the Florida Building Commission are required to comply with Florida Building Code 2017 Section 1609.1.1 Exceptions: 1.-3., hereby incorporated by

reference into the rule, and available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-09399>, and must require the demonstration of proficiency at the completion of such course.

(4) A person who holds more than one certificate or registration issued by the Board is required to complete the continuing education requirements only once during each biennial certification renewal period and only once during each biennial registration period, providing all applicable license numbers to the course provider at the time of registration to ensure proper reporting of CE hours. Workers' compensation, work place safety and business practice courses approved for the continuing education requirements for persons certified or registered under chapter 489, part II, F.S., shall be accepted for continuing education for renewal under this rule.

(5) Any course approved for the continuing education requirements for persons certified under chapter 468, part XII, F.S., which meet the criteria for course content approved by this Board, shall be accepted for continuing education for renewal under this rule, for persons who are certified under part XII or who are certified or registered under this part.

(6) The Board shall grant a maximum of four (4) hours of continuing education credit, on an hour for hour basis, to any licensee who participates as a member of any technical advisory committee to the Florida Building Code Commission within the Department of Business and Professional Regulation. The licensee must submit documentation of such participation to the Department within five (5) days of the date of completion.

(7) Continuing education credit shall be granted to instructors, teachers, lecturers, panelists and discussion leaders of a specific continuing education course, on an hour for hour basis, for the first presentation each renewal cycle.

(8) Continuing education credit for a specific course will be awarded only once for each renewal cycle.

(9) A person is not required to complete any continuing education requirements for the year in which a certificate or a registration is initially issued. Any person who obtains a certificate or a registration more than 12 months prior to the end of a biennial period is required to complete seven hours of approved continuing education as a condition of the first renewal of the certificate or registration.

(10) Credit may be earned for assisting in exam development. (See rule 61G4-18.013, F.A.C.)

(11) A person is not required to complete any of the above continuing education requirements while his or her license is in an inactive status. However, registrants and certificateholders who change licensure status from inactive to active must show proof of completion of fourteen (14) hours of continuing education as required for active renewal for the biennium previous to the requested license activation.

(12) Any course approved for the continuing education requirements for persons certified under chapter 489, parts I and II, F.S., shall be accepted for continuing education for renewal under this rule.

Rulemaking Authority 455.213(6), 455.2177, 455.2178, 455.2179, 489.108, 489.115 FS. Law Implemented 455.2123, 455.213(6), 455.2177, 455.2178, 455.2179, 455.271(6), 489.115, 489.116 FS. History—New 12-2-93, Amended 5-19-94, 8-16-94, 10-12-94, 1-18-95, 2-4-98, 5-11-99, 7-12-99, 1-23-00, 2-1-00, 12-27-00, 3-25-01, 7-26-04, 9-1-05, 9-27-06, 9-1-07, 11-15-07, 11-17-08, 10-23-12, 3-31-13, 7-19-17, 5-28-18.

61G6-9.006 Approval of Continuing Education Courses.

(1)(a) Any registered course provider may submit an application, on a form provided by the Department, for approval of a continuing education course. Copies of which may be obtained from the Board office.

(b) Those courses offered by a university or college which is regionally accredited by an accrediting agency recognized by the United States Department of Education (USDOE); and which university or college offers courses in the contracting areas specified in chapter 489, part II, F.S., and pursuant to rule chapter 61G6-9, F.A.C., shall be approved upon receipt of a completed course application and the Board shall not charge a fee for such approval.

(2) Upon receipt of a course application and the appropriate fee, the Board shall approve any, seminar or conference in the electrical or alarm system contracting area provided by any university, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which meets the criteria provided in this rule.

(3) Any course approved for the continuing education requirements for persons certified under chapter 468, part XII, F.S., shall be accepted for continuing education for renewal under this rule, for persons who are certified under part XII and who are certified or registered under this part.

(4) The application shall include the total number of classroom hours, the course syllabus, a detailed outline of the contents of the course, the name and qualifications of all instructors known at the time of the application and the minimum qualifications of any instructors not known at the time of application.

(5) The Board shall approve continuing education courses which appropriately relate to the general business skills or the technical skills required of certificateholders or registrants, and which is taught by qualified instructors.

(6) A continuing education course which addresses specific technical materials or trade knowledge shall be approved if applicable to a specific category or categories of contractor as defined in section 489.505, F.S.

(7) Continuing education course approval is valid until May 31st of odd numbered years, provided no substantial change is made in the course.

(8) The Board shall approve or deny any application for a continuing education course at the next regularly scheduled Board meeting, provided the application is filed with the agency within forty five (45) days of that meeting. If the application is denied, the Board shall identify the specific reasons for the denial in writing.

(9) A course which has been denied may be resubmitted to the Board with modifications.

(10) The Board shall not deny nor withdraw approval for any course on the basis that another course provider is conducting the same or similar course approved by the Board.

(11) Of the required 14 continuing education hours, a licensee may earn three business hours credit by attending, for at least three hours, a meeting of the Board wherein disciplinary cases are considered. Licensees must attend the complete agenda of disciplinary cases to receive the continuing education hours. The licensee must check in with the Clerk of the Board prior to the beginning of disciplinary proceedings. Credit hours may not be earned when the licensee attends a disciplinary case session as a party to a disciplinary action. A licensee may receive continuing education credit for attending the Board meeting only if he or she is attending on that date solely for continuing education credit; he or she may not receive continuing education credit if appearing at the Board meeting for any other purpose.

(12) The Board shall grant a maximum of seven (7) continuing education credits to any licensee who participates in examination development with the approval of the Board upon submission of documentation of such participation by the Department or a testing provider under contract with the Department. The licensee shall use such credits for the current renewal cycle and provide documentation of participation at least ninety days prior to the end of the renewal cycle.

(13) Providers shall use the following prefixes to designate the number of approved hours in each of the four statutorily mandated categories: "T" for technical subjects, "C" for workers' compensation, "S" for workplace safety, and "B" for business practices.

(14) The Board shall grant a maximum of four (4) continuing education credits to any licensee who participates as a member of any technical advisory committee to the Florida Building Code Commission within the Department of Community Affairs. The licensee shall use such credits for the current renewal cycle and provide documentation of participation at least ninety days prior to the end of the renewal cycle.

(15) Board members may receive three (3) hours of general continuing education credit per biennium for participation at Board meetings.

25-96, 10-6-97, 3-24-99, 5-6-99, 11-2-00, 9-4-01, 10-17-05, 7-17-11.