

CHAPTER 30  
CONTINUING EDUCATION FOR PLUMBING AND  
MECHANICAL SYSTEMS PROFESSIONALS

**641—30.1(105) Definitions.** For the purpose of these rules, the following definitions shall apply:

“*Approved program/activity*” means a continuing education program/activity meeting the standard set forth in these rules.

“*Board*” means the plumbing and mechanical systems board as established pursuant to Iowa Code section 105.3.

“*Compliance review*” means the selection by the board of licensees for verification of satisfactory completion of continuing education requirements during a specified continuing education compliance period.

“*Continuing education*” means planned, organized learning acts acquired during licensure designed to maintain, improve, or expand a licensee’s knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

“*Continuing education compliance period*” means the period between renewals during which a licensee must obtain the requisite amount of continuing education in order to renew the licensee’s license.

“*Hour of continuing education*” means at least 50 minutes spent in one sitting by a licensee in actual attendance at and in completion of an approved continuing education activity.

“*Iowa mechanical code*” means the most current version of the International Mechanical Code, as adopted and amended by the board.

“*Iowa plumbing code*” means the most current version of the Uniform Plumbing Code, as adopted and amended by the board.

“*License*” means a license to work in a specific discipline covered under Iowa Code chapter 105.

“*Licensee*” means any person licensed to work in a specific discipline covered under Iowa Code chapter 105.

[ARC 8270B, IAB 11/4/09, effective 10/16/09; ARC 8475B, IAB 1/13/10, effective 2/17/10; ARC 1221C, IAB 12/11/13, effective 1/15/14]

**641—30.2(105) Continuing education requirements.**

**30.2(1)** The continuing education compliance period shall begin on the license issue date and end on the license expiration date.

**30.2(2)** During each continuing education compliance period, each active or inactive master and journeyman licensee must obtain the following amounts of continuing education:

*a.* Safety education. Each licensee holding a single license shall complete two hours, and each licensee holding multiple licenses shall complete four hours, of continuing education in the content area of the Iowa Occupational Safety and Health Act.

*b.* Code education.

(1) Each licensee holding one or more licenses or sublicenses in a mechanical discipline shall complete two hours of continuing education in the content area of the Iowa mechanical code.

(2) Each licensee holding a plumbing license or sublicense shall complete two hours of continuing education in the content area of the Iowa plumbing code.

*c.* Discipline education.

(1) A licensee holding a single plumbing license or sublicense, or a single license or sublicense in a mechanical discipline, shall complete four hours of continuing education in the discipline in which the licensee holds a license.

(2) A licensee holding multiple licenses or sublicenses shall complete eight hours of continuing education in the relevant disciplines.

*d.* Private school or college maintenance specialty license. For the purposes of this subrule, a private school or college routine maintenance specialty license shall be considered to be a sublicense of whatever discipline(s) in which the licensee actually practices.

*e.* An individual possessing one or more inactive special restricted licenses under 641—subrule 23.8(3) shall not be required to complete any continuing education hours for the special restricted license so long as the person remains actively licensed as an apprentice.

**30.2(3)** Up to one-half of board-approved continuing education required by subrule 30.2(2) each continuing education compliance period may be obtained through completion of computer-based continuing education programs/activities approved by the board.

**30.2(4)** It is each licensee's responsibility to maintain a record of all continuing education courses attended and retain proof of compliance with the continuing education requirements. Licensees may attend a continuing education course more than once during a continuing education compliance period. However, licensees who attend a course more than once may not count the approved hours for that course toward the applicable continuing education requirement more than once during the continuing education compliance period.

**30.2(5)** It is the responsibility of each licensee to finance the cost of continuing education.

**30.2(6)** A licensee who is a presenter of a board-approved continuing education program may receive credit once per continuing education compliance period for the presentation of the program. The licensee may receive the same number of hours granted the attendees.

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#### **641—30.3(105) Continuing education programs/activities.**

**30.3(1)** *Standards for continuing education programs/activities.* A program/activity is appropriate for continuing education credit if the program/activity meets all of the following criteria:

- a.* Is board-approved;
- b.* Constitutes an organized program of learning that contributes directly to the professional competency of the licensee;
- c.* Pertains to subject matters that integrally relate to the practice of the discipline;
- d.* Is conducted by individuals who have obtained board approval as required under subrule 30.4(1). This criterion shall not be required for computer-based continuing education programs/activities conducted pursuant to subrule 30.2(3);
- e.* Fulfills stated program goals, objectives, or both; and
- f.* Covers product knowledge, methods, and systems of one or more of the following:
  - (1) The theory and technique for a specific discipline;
  - (2) The current Iowa plumbing code, Iowa mechanical code, or both;
  - (3) The standards comprising the current Iowa Occupational Safety and Health Act.

**30.3(2)** *Board approval.* Board approval for specific programs/activities under paragraph 30.3(1) "a" shall be valid for three years.

**30.3(3)** *Procedure and standards for board approval of continuing education programs/activities.*

*a.* For non-computer-based continuing education programs/activities, an individual or entity seeking board approval shall:

- (1) File an application in the form prescribed by the board without alteration at least 60 days prior to the first scheduled course date;
- (2) Attach a copy of the course or activity outline or syllabus which, at a minimum, specifically identifies the course content and a breakdown of the student contact hours; and
- (3) Attach a schedule of courses, if known, which indicates the course's or activity's proposed scheduled locations, dates, and times.

*b.* For computer-based continuing education programs/activities, an individual or entity seeking board approval shall:

- (1) File an application in the form prescribed by the board without alteration;
- (2) Attach a copy of the course or activity outline or syllabus which, at a minimum, specifically identifies the course content and a breakdown of the student contact hours;
- (3) Attach a schedule of courses, if known, which indicates the course's or activity's proposed scheduled locations, dates, and times;

- (4) Provide a brief summary of the training product;
- (5) Provide a copy of the CD-ROM, DVD, visual aids, or other materials included with the course or activity; and
- (6) Provide the names, contact information, and qualifications or résumés of the training designers.

**30.3(4) Board member attendance.** With board approval, board members may attend any board-approved continuing education program/activity for purposes of determining whether the continuing education program/activity complies with these rules. In the event a board member attends a board-approved continuing education program/activity with the purpose of determining whether the continuing education program/activity complies with these rules, the board member may not receive any continuing education credit for those hours in attendance.

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**641—30.4(105) Course instructor(s).**

**30.4(1) Procedure and standards for board approval of instructors.** An individual seeking board approval to instruct continuing education programs/activities shall:

- a. File an application in the form prescribed by the board without alteration;
- b. Attach copies of documents, licensures, degrees, and other materials demonstrating compliance with the requirements for the type of continuing education program/activity as set forth below.

(1) If seeking approval to instruct in the content area of the Iowa Occupational Safety and Health Act, an individual must either possess and maintain a current Occupational Safety and Health Act 500, 501, 502, or 503 card or completion certificate, or both, or possess a current train-the-trainer or instructor card or other certification or safety-related degree or diploma issued by the American Heart Association, American Red Cross, National Safety Council, Board of Certified Safety Professionals, or board-approved equivalent.

(2) If seeking approval to instruct in the content area of the Iowa plumbing code or Iowa mechanical code, or both, an individual must:

- 1. Possess a current license issued by the board at the journey or master level in the applicable discipline under that code,
  - 2. Possess a current license as a professional engineer under Iowa Code chapter 542B,
  - 3. Present evidence of having taught at least eight contact hours in the applicable code within the last three years,
  - 4. Possess a current inspector or plans examiner certificate issued by a code body in the discipline,
- or
- 5. Demonstrate equivalent specialized education or training.

(3) If seeking approval to instruct in the content area of a practice discipline, an individual must:

- 1. Possess a current license issued by the board at the journey or master level in the applicable discipline,
- 2. Possess a current license as a professional engineer under Iowa Code chapter 542B,
- 3. Provide evidence of employment as a product representative with manufacturer training,
- 4. Present evidence of having taught at least eight contact hours in the applicable discipline within the last year, or
- 5. Demonstrate equivalent specialized education or training.

**30.4(2) Board approval.** Board approval for an instructor under subrule 30.4(1) shall be valid for three years.

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**641—30.5(105) Compliance review of continuing education requirements.** The board may conduct a review of a licensee's license renewal application to determine compliance with continuing education requirements.

**30.5(1)** Upon board request, the licensee must submit to the board an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course

sponsor or course instructor. These documents must contain the course title, date(s), contact hours, sponsor's name, and licensee's name. In some instances, licensees will be requested to provide to the board additional information including, but not limited to, program content, objectives, presenters, location, and schedule. An inclusive brochure may meet this requirement.

**30.5(2)** Upon board request, a licensee must submit all information set forth in subrule 30.5(1) within 30 calendar days following the board's request. The board may grant extensions on an individual basis.

**30.5(3)** If the submitted materials are incomplete or unsatisfactory and the board determines that the deficiency was the result of good-faith conduct on the part of the licensee, the licensee may be given the opportunity to submit make-up credit to cover the deficit found through the audit. A licensee must complete the continuing education hours and submit documentation establishing completion of the required make-up continuing education hours to the board within 120 calendar days from the date of the board's finding of good-faith conduct.

**30.5(4)** A licensee's failure to provide the board with an accurate mailing address shall not be an excuse for noncompliance with any requirement set forth in this rule.

[ARC 8270B, IAB 11/4/09, effective 10/16/09; ARC 8475B, IAB 1/13/10, effective 2/17/10; ARC 1221C, IAB 12/11/13, effective 1/15/14]

#### **641—30.6(105) Continuing education exemptions.**

**30.6(1) Automatic exemptions.** A licensee shall be exempt from the continuing education requirement during the continuing education compliance period when that person:

- a. Served honorably on active duty in the military service; or
- b. Resided in another state or district having continuing education requirements for the discipline and met all requirements of that state or district for practice therein; or
- c. Was a government employee working in the licensee's specialty and assigned to duty outside the United States; or
- d. Was absent from the state but engaged in active practice under circumstances which are approved by the board; or
- e. Obtained a journeyperson license by examination provided that the licensee maintains the same renewal date as the licensee's apprentice license. This automatic exemption shall only apply to the licensee's first renewal of the journeyperson license.
- f. Obtained a specialty, journeyperson, or master license with less than one year remaining in the continuing education compliance period. This exemption shall apply only to the licensee's first renewal of that license and only to each license that was issued with less than one year remaining in the continuing education compliance period.
- g. Possesses an inactive specialty license under 641—subrule 23.8(3) and is also actively licensed as an apprentice.

**30.6(2) Permissive exemptions.** The board may, in cases involving exceptional hardship or extenuating circumstances, grant an exemption from some or all of the continuing education requirements.

- a. A licensee seeking a permissive exemption shall apply to the board, in such form as the board may prescribe.
- b. A licensee seeking a permissive exemption shall be required to provide all such documentary evidence as the board may request to establish the exceptional hardship or extenuating circumstances.
- c. In the event of a claimed physical or mental disability or illness, the board may request information from a licensed health care professional who can attest to the existence of any such disability or illness.
- d. A licensee who applies for a permissive exemption shall be notified in writing of the board's decision.
- e. In granting an exemption, the board may impose any such additional conditions on the exemption including, but not limited to, the requirement that the licensee make up a portion of the continuing education requirements.

*f.* In lieu of granting a full or partial exemption, the board may grant the licensee an extension of time in which to complete the continuing education requirements.

*g.* The granting of an exemption shall not prohibit a licensee from seeking, or the board from granting, an exemption in a subsequent biennial continuing education compliance period(s).

*h.* Permissive exemptions shall only be granted in the most exceptional and extraordinary of circumstances.

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**641—30.7(105) Continuing education extensions.** The board may, in individual cases involving hardship or extenuating circumstances, grant an extension of time within which to fulfill the minimum continuing education requirements.

**30.7(1)** Hardship or extenuating circumstances include documented circumstances beyond the control of the licensee which prevent attendance at required activities.

**30.7(2)** All requests for extension must be made prior to the license expiration date.  
[ARC 8270B, IAB 11/4/09, effective 10/16/09; ARC 8475B, IAB 1/13/10, effective 2/17/10]

**641—30.8(105) Continuing education reporting requirements.**

**30.8(1)** *Non-computer-based continuing education programs/activities.* For non-computer-based continuing education programs/activities, at the conclusion of each continuing education course, the course instructor shall:

*a.* Inform each attending licensee that a survey of the course and instructor may be completed and submitted by the licensee to the board through either a board-approved written evaluation form or an Internet-based form.

*b.* Provide a certificate of completion to each licensee who attends the course. The certificate of completion shall include the following information:

- (1) The licensee's full name and board-issued license number;
- (2) The course name or title;
- (3) The board-approved course identification number;
- (4) The date of the course;
- (5) The number of program contact hours;
- (6) The instructor's full name and board-approved identification number; and
- (7) The instructor's signature.

*c.* Submit to the board a typed or electronic course completion roster within 30 days following the completion of the course. The course completion roster shall contain the following information:

- (1) The full name and board-issued license number of each attending licensee;
- (2) The course name or title;
- (3) The board-approved course identification number;
- (4) The date of the course;
- (5) The location of the course;
- (6) The number of program contact hours;
- (7) The instructor's full name and board-approved identification number; and
- (8) The instructor's signature.

**30.8(2)** *Computer-based continuing education programs/activities.* For computer-based continuing education programs/activities under subrule 30.2(3), at the conclusion of each computer-based continuing education course, the person authorized to monitor and verify attendance/course completion shall:

*a.* Provide a certificate of completion to each licensee who completes the course. The certificate of completion shall include the following information:

- (1) The licensee's full name and board-issued license number;
- (2) The course name or title;
- (3) The board-approved course identification number;
- (4) The date the course was completed; and

(5) The number of program contact hours.

*b.* Submit to the board a typed or electronic course completion roster within 30 days following a licensee's completion of a computer-based continuing education course. The course completion roster shall contain the following information:

- (1) The full name and board-issued license number of each attending licensee;
- (2) The course name or title;
- (3) The board-approved course identification number;
- (4) The date of the course;
- (5) The location of the course; and
- (6) The number of program contact hours.

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These rules are intended to implement Iowa Code chapters 105 and 272C and 2013 Iowa Acts, Senate File 427.

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