

**CHAPTER 1300**  
**DEPARTMENT OF ADMINISTRATION**  
**MINNESOTA STATE BUILDING CODE**  
**CODE ADMINISTRATION**

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**1300.0940 AUTHORITY; PURPOSE.**

Parts 1300.0940 to 1300.0948 are adopted by the commissioner of administration pursuant to Minnesota Statutes, section 16B.65, subdivision 7, to set continuing education standards for certified building officials.

**Statutory Authority:** *MS s 16B.61*

**History:** *12 SR 456*

**1300.0942 DEFINITIONS.**

Subpart 1. **Applicability.** When used in parts 1300.0940 to 1300.0948, the terms defined in this part have the meanings given them.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of administration.

Subp. 3. **Continuing education unit.** "Continuing education unit" means ten hours of educational instruction.

Subp. 4. **State building inspector.** "State building inspector" means the director of the Building Codes and Standards Division of the Department of Administration.

Subp. 5. **Unit of instruction.** "Unit of instruction" means three hours of structured educational participation in a program listed in part 1300.0946.

**Statutory Authority:** *MS s 16B.61*

**History:** *12 SR 456*

**1300.0944 UNITS OF INSTRUCTION REQUIRED.**

This part establishes the number of units of instruction required within a three year period to maintain certification.

A. A Class I certified building official must receive credit for 18 units of instruction through any of the programs described in part 1300.0946, subpart 1 or 2.

B. A Class II certified building official must receive credit for 24 units of instruction through any of the programs described in part 1300.0946, subpart 1 or 2.

**Statutory Authority:** *MS s 16B.61*

**History:** *12 SR 456*

**1300.0946 CREDIT FOR INSTRUCTION.**

Subpart 1. **Approved programs.** The following programs are approved for the indicated number of units of instruction:

A. annual Building Official Institute of Minnesota, 2 units per day of attendance;

B. State Building Codes and Standards Division seminars, 2.5 units per day of attendance;

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C. International Conference of Building Officials seminars, 3 units per continuing education unit earned;

D. International Conference of Building Officials Annual Education and Code Development Conference, 2 units per day;

E. State International Conference of Building Officials chapter meetings, 1 unit per meeting with a minimum three hour educational program;

F. regional building official meetings, 1 unit per meeting with a minimum three hour educational program;

G. area building official luncheon meetings, 0.25 unit per meeting;

H. community college building inspection technology and related courses, 3 units per credit earned;

I. area vocational technical training institute courses in construction, management, or supervision, 1 unit per three hours' instruction or related shop work;

J. certification in an International Conference of Building Officials certificate program taken after January 1, 1985, 4 units per certificate;

K. certification as a "Certified Building Official" by the Council of American Building Officials, after January 1, 1985, 6 units; and

L. teaching a course at the community college level in the building inspection technology program or a course at a technical institute, 1 unit per three hours of instruction.

**Subp. 2. Other courses.** Courses offered by other states, correspondence schools, universities, or other institutes of learning which offer building code administration and enforcement related courses must be considered on an individual basis. Each building official must prearrange for unit approval with the state building inspector in order to receive credit. Units must be approved on the basis of comparison with the items identified in subpart 1.

**Subp. 3. Mandatory courses.** The state building inspector shall require that specific courses be taken, if necessary, to ensure continuing education in relevant code application, administration, or enforcement practices. The requirement may include training courses when new codes or legislative mandates are promulgated.

**Subp. 4. Credit for repeat of courses.** Credit for an educational offering will be allowed only once during a three year cycle.

**Subp. 5. Review of courses.** All continuing education courses are subject to periodic review and evaluation by the commissioner or the commissioner's designee.

**Statutory Authority:** *MS s 16B.61*

**History:** *12 SR 456; L 1987 c 258 s 12*

### 1300.0948 REQUIREMENTS FOR RECERTIFICATION.

**Subpart 1. Submission of information.** Each certified building official must provide evidence to the state building inspector on forms approved by the state building inspector and provided by the Building Codes and Standards Division of attendance or participation in an educational offering and indicate the number of units of instruction earned. The information must be submitted to the state building inspector within 60 days of the last day of the third calendar year following the date of the last certification issued. For persons certified prior to January 1, 1985, the last day of the third calendar year is December 31, 1987.

**Subp. 2. Certificate of renewal.** The commissioner shall issue a certificate of renewal, which is valid for three years, to each applicant who has provided the evidence of units of instruction earned and has submitted the fee within the time indicated in subpart 1. The fee is \$20.

**Subp. 3. Extension of time for compliance.** The state building inspector may

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grant an extension of time for compliance with parts 1300.0940 to 1300.0948 if the person requesting the extension of time shows cause for the extension. The extension does not relieve the building official from complying with the continuing education requirements for the immediate subsequent three year period.

**Subp. 4. Reinstatement of certificate.** A building official who has let certification lapse must be reinstated based upon proof of earning continuing educational units, as required, if no more than three years has passed since the certification has lapsed, or taking the test provided for certification as a building official. In either case the appropriate fee must be submitted with the application.

**Statutory Authority:** *MS s 16B.61*

**History:** *12 SR 456*