

1 Department of Administration

2

3 Adopted Permanent Rules Relating to Certification Maintenance

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5 Rules as Adopted

6 1300.0940 AUTHORITY; PURPOSE.

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

11 1300.0942 DEFINITIONS.

12 Subpart 1. Applicability. When used in parts 1300.0940 to  
13 1300.0948, the terms defined in this part have the meanings  
14 given them.

15 Subp. 2. Commissioner. "Commissioner" means the  
16 commissioner of administration.

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

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

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

25 1300.0944 UNITS OF INSTRUCTION REQUIRED.

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

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

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

34 1300.0946 CREDIT FOR INSTRUCTION.

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

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

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

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

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

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

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

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

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

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

24 J. certification in an International Conference of  
25 Building Officials certificate program taken after January 1,  
26 1985, 4 units per certificate;

27 K. certification as a "Certified Building Official"  
28 by the Council of American Building Officials, after January 1,  
29 1985, 6 units; and

30 L. teaching a course at the community college level  
31 in the building inspection technology program or a course at an  
32 area vocational technical institute, 1 unit per three hours of  
33 instruction.

34 Subp. 2. **Other courses.** Courses offered by other states,  
35 correspondence schools, universities, or other institutes of  
36 learning which offer building code administration and

1 enforcement-related courses must be considered on an individual  
2 basis. Each building official must prearrange for unit approval  
3 with the state building inspector in order to receive credit.  
4 Units must be approved on the basis of comparison with the items  
5 identified in subpart 1.

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

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

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

18 1300.0948 REQUIREMENTS FOR RECERTIFICATION.

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

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

35 Subp. 3. **Extension of time for compliance.** The state

1 building inspector may grant an extension of time for compliance  
2 with parts 1300.0940 to 1300.0948 if the person requesting the  
3 extension of time show cause for the extension. The extension  
4 does not relieve the building official from complying with the  
5 continuing education requirements for the immediate subsequent  
6 three-year period.

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