

1 Department of Administration

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3 Proposed Rules Relating to Certification Maintenance

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5 Rules as Proposed (all new material)

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.

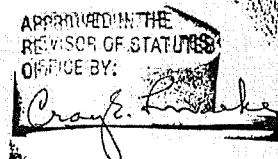
25 1300.0944 UNITS OF INSTRUCTION REQUIRED.

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 may mandate specific courses and required minimum hours in
8 selected subject areas to ensure continuing education in
9 relevant code application and enforcement practices. Parts
10 1300.0940 to 1300.0948 do not limit the state building inspector
11 from requiring or furnishing more than the number of hours of
12 continuing education required by part 1300.0944.

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

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

19 1300.0948 REQUIREMENTS FOR RECERTIFICATION.

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

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

APPROVED IN THE
REVISOR OF STATUTES
OFFICE BY:

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

8 Subp. 4. Reinstatement of certificate. A building
9 official who has let certification lapse because of
10 unemployment, retirement, or any other reason may be reinstated
11 upon approval of the state building inspector. The
12 reinstatement may be based upon proof of earning continuing
13 educational units, as required, if no more than three years has
14 passed since the certification has lapsed, or taking the test
15 provided for certification as a building official. In either
16 case the appropriate fee must be submitted with the application.

OFFICE OF THE REVISOR OF STATUTES

Proposed Rule

RD823

Agency: Department of Administration

Division:

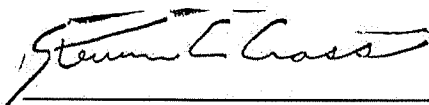
Agency Contact: Al Kleinbeck

Minnesota Rules: Parts 1300.0940; 1300.0942; 1300.0944;
1300.0946; and 1300.0948

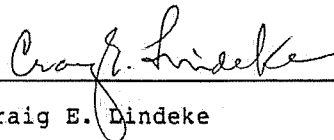
Title: Proposed Rules Relating to Certification Maintenance

Type of Rules: Permanent

Incorporations by Reference: None



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Phone: 296-0946
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