Revised 6/10, 01/13

# MONTANA BOARD OF PLUMBERS

**301 South Park, PO Box 200513**
**Helena, MT 59620-0513**
**(406) 841-2204 FAX (406) 841-2309**
**www.plumber.mt.gov**

# CONTINUING EDUCATION PROVIDER AND COURSE APPLICATION

**(for Course, Class or Seminar Approval)**

NOTE: This application must be submitted to the Plumbing Board Office no later than 30 days prior to the board's next meeting. An incomplete application cannot be processed.

**FEES:**

**PROVIDER APPLICATION FEE: $50**
**(Fee is a one-time fee per renewal cycle)**

**PROVIDER PER COURSE FEE: $25**
**(Fee is in addition to the application fee)**

**SPONSOR:**

Name: _____ Provider # _____
(If applicable)

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Email:_____

EIN/SS#:_____

1. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

2. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

3. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

4. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

5. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

6. Course Title:_____
   Code Related Hours_____
   Industry Related Hours_____
   **(HOURS MUST BE IN FOUR HOUR INCREMENTS)**

   Course Type: _____On-Line _____Correspondence _____In Person
   Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for <u>each</u> course**)

7. Names and documented proof of Credentialed Instructors (provide proof of credentials as a separate document for each instructor):
   _____
   _____
   _____
   _____

8. Course sponsors must report an attendance roster of licensees within 30 days to the board office. A username and password will be provided to you.

---

BOARD ACTION: _____ DATE: _____

**The following must be included:**

1. a completed board-approved provider application with the required fees;
2. a completed board-approved application for each course with the required fees;
3. a syllabus of each course;
4. documented proof from the provider that instructors are credentialed as outlined in ARM 24.180.2102(2)(b);
5. a sample completion certificate as outlined below:

**Your Completion Certificate shall include:**

- **date of course;**
- **location of course;**
- **title of course including date of prior approval by the board;**
- **name of instructor;**
- **name of sponsoring agency;**
- **name of person completing the course;**
- **state electrical board approval number; and**
- **breakdown of code and/or industry related credit hours.**

**24.180.2103 QUALIFICATIONS - CONTINUING EDUCATION PROVIDER**

(1) An applicant for continuing education provider approval shall submit:

(a) a completed board-approved provider application with the required fees;

(b) a completed board-approved application for each course with the required fees;

(c) a sample completion certificate as outlined in ARM 24.180.2102(2)(d);

(d) documented proof from the provider that instructors are credentialed as outlined in ARM 24.180.2102(2)(b);

(e) a syllabus of each course; and

(f) documented proof of the course curriculum as outlined in ARM 24.180.2102(2)(a).

(2) Application and course approval will be at the discretion of the board.

(3) Courses will expire on September 1 of the year in which a subsequent code is adopted. The board may also withdraw course approval at any time upon a determination by the board that amendments to statutes or rules make withdrawal of approval necessary or proper, or upon any other reasonable basis.

**24.180.2102 CONTINUING EDUCATION REQUIREMENTS**

(1) Beginning September 1, 2006, each journeyman or master plumber shall obtain at least four hours of board approved continuing education annually in order to renew the person's license. The license renewal application just be signed by the licensee and certify that the licensee has completed the required amount of continuing education.

(a) New licensees are exempt from the requirements during their first renewal cycle. Those licensees changing from journeyman to master plumber licenses are not exempt from completing at least four hours of continuing education.

(2) In general, courses should be designed to advance the knowledge and skills of licensees. A licensee may receive credit only for continuing education courses that have received prior approval of the curriculum by the board or the department and to which a course approval number has been assigned by the department. Course approval expires when changes in plumbing code, statutes or rules necessitate.

(a) Course curriculum must be based on:

(i) the adopted state plumbing code;

(ii) Title 37, chapter 69, MCA, pertaining to licensure of plumbers;

(iii) Title 50, chapter 60, MCA, pertaining to building codes and permit requirements;

(iv) ARM Title 24, chapter 180, pertaining to the board's rules;

(v) ARM 24.301.301 through 24.301.351, pertaining to building code plumbing matters; or

(vi) Other subjects related to the plumbing industry, as approved by the board.

(b) Course sponsors are responsible for ensuring that instructors are credentialed as one or more of the following:

(i) a Montana licensed journeyman or master plumber, with additional training in related subject areas;

(ii) a certified teacher with board approved plumbing credentials;

(iii) a certified journeyman and apprentice plumbing instructor;

(iv) a plumbing inspector possessing a state journeyman or master plumber's license; or

(v) continuing education instructor from another state or jurisdiction who is approved by the board.

(c) Course sponsors shall provide the department with a minimum of 15 working days prior notice of the time and place of every course or seminar.

(d) Course sponsors shall provide each person completing a continuing education course with a completion certificate. The completion certificate must contain all of the following information:

(i) the date of the course;

(ii) the location of the course;

(iii) the name of the instructor(s);

(iv) the name of licensee completing the course;

(v) the state assigned course approval number; and

(vi) the number of completed hours of instruction.

(3)For quality assurance or evaluation purposes, representatives of the department or the board may audit the course for content without charge. Such a person shall not receive or be issued a certificate of completion for that course.

(4) The department may conduct a random audit of up to 50% of all active licensees following the license renewal process.

(a) All licensees shall retain course completion certificates for a minimum of three years, for auditing purposes.

(b) Audited licensees are required to furnish to the department certificates of completion which demonstrate attainment of the four hour continuing education requirement.

(c) Failure by the licensee to provide certificates of completion when audited shall constitute grounds for implementation of disciplinary proceedings against the licensee.

(5) All requests for exemption from the continuing education requirements will be reviewed by the board and determinations will be done on a case-by-case basis.

(6) If a licensee does not timely file a renewal application, and thereafter files a late renewal application, the late renewal application must contain documentary proof that the licensee has obtained the required amount of continuing education.