



CC0322

(DLI Office Use)
 (Date Received Only)

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Certified Building Official Continuing Education 3-Year Summary Report

The information you provide in this report is used to verify that you have complied with the requirements for continuing education required by Minnesota Statute 326B.133 and Minnesota Rules Chapter 1301.

Instructions:

1. This is a record of your continuing education credits (CEUs) for your three-year reporting period.
2. For each course, enter the date(s) completed and the number of continuing education units earned in the category used. (A through N or 'Other' approved training - **attach copies of attendance certificates.**)
3. Sign and date below.
4. Submit the completed Continuing Education Summary Report with the applicable renewal fee shown on renewal form.
5. **Renew online (www.dli.mn.gov/paycenter) and upload scanned CE Summary Report and certificates.**
6. All CEUs must be earned within your three-year reporting period (dates immediately preceding your certificate expiration date).

PRINT IN INK or TYPE

MAKE COPY OF COMPLETED SUMMARY AND EVIDENCE FOR YOUR RECORDS.

CERTIFICATE NUMBER	NAME (last, first, mi) as it appears on certificate	WORK PHONE	HOME PHONE
HOME ADDRESS		CITY	STATE ZIP CODE

CONTINUING EDUCATION COURSES

COURSE TITLE / SPONSOR	Year 1				Year 2				Year 3			
	MO	DAY	YR	CEUs	MO	DAY	YR	CEUs	MO	DAY	YR	CEUs
A Annual Building Official Institute of Minnesota, two and one-half (2.5) units per day of attendance.												
B Minnesota State Building Codes & Standards seminars, two and one-half (2.5) units per day of attendance.												
C International Code Council (ICC) seminars, two and one-half (2.5) units per each full day of attendance.												
D International Code Council (ICC) annual education and code development conference, two and one-half (2.5) units per each full day of attendance.												
E State Building Code Development committee meeting (0.42) unit for each hour of attendance.												
F State International Code Council (ICC) chapter meetings, one (1) unit per meeting with a minimum three-hour educational program.												
G Regional building official meetings, one (1) unit per meeting with a minimum three-hour educational program.												
H Area building official luncheon meetings, one-quarter (.25) unit per meeting.												
I College building inspection technology and related courses, four (4) units per credit earned.												
J Post-secondary training courses in construction, management, or supervision, one (1) unit per three hours of instruction or related shop work.												
K Certification in an International Code Council (ICC) certification program taken after January 1, 1985, four (4) units per certificate.												
L Certification as a certified building official by the International Code Council (ICC).												
M Teaching a course at the community college level in the building inspection technology program or a course at a technical college, one (1) unit per four hours of instruction.												
N Maintenance of an International Code Council (ICC) certification, one (1) unit.												
Other course(s) (Subject to Approval):												
TOTALS												

Mail this form along with evidence of course completion (e.g. certificates of completion) to the address listed above.	SIGNATURE, I certify that I have completed the courses listed above	DATE
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Adopted Permanent Rules Relating to Certification Maintenance

1301.0700 AUTHORITY AND PURPOSE.

Parts 1301.0700 to 1301.1200 establish the guidelines for building official certification maintenance under Minnesota Statutes, section 326B.133, subdivisions 8-11.

1301.0800 DEFINITIONS.

Subpart 1. **Scope.** The definitions in this part apply to parts 1301.0700 to 1301.1200.

Subp. 2. **Commissioner.** "Commissioner" means the commissioner of labor and industry.

Subp. 3. Repealed

Subp. 4. **State building official.** "State building official" means the individual appointed by the commissioner of labor and industry to administer the code.

Subp. 5. Repealed

1301.0900 CONTINUING EDUCATION UNITS REQUIRED.

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

- A. A Class I certified building official must accumulate 18 continuing education units in any of the programs described in part 1301.1000, subpart 1 or 2.
- B. A certified building official must accumulate 24 continuing education units in any of the programs described in part 1301.1000, subpart 1 or 2.
- C. A certified building official-limited must, in each year for the first three-year certification period in which the certification is obtained, accumulate eight continuing education units in any of the programs described in part 1301.1000, subpart 1 or 2. Continuing education credit must be reported yearly for the first three-year certification period by the method described in part 1301.1100. A certified building official-limited must accumulate 24 continuing education units for every three-year period thereafter in any of the programs described in part 1301.1100, subpart 1 or 2.
- D. An accessibility specialist must accumulate four continuing education units in any of the programs described in part 1301.1000, subpart 1 or 2. The four units must be for courses relating to building accessibility, plan review, field inspection, or building code administration.

1301.1000 CONTINUING EDUCATION CREDIT.

*Subpart 1. **Approved education programs.** (see front side of this form)

Subp. 1a. **Credit for repeated continuing education.** Credit must be awarded only once for each course taught or education program attended during a three-year cycle, despite the number of times the same course is taught or the same education program is attended.

Subp. 2. **Other continuing education.** Continuing education offered by other states, correspondence schools, universities, or other institutes of learning that 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 official to receive credit. Units must be approved on the basis of comparison with the items in subpart 1. The state building official shall award 0.42 continuing education units for each hour of continuing education rounded to the nearest full or half unit.

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

Subp. 4. Repealed

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

1301.1100 REQUIREMENTS FOR RECERTIFICATION.

Subpart 1. **Submission of information.** Each person certified under this chapter must provide evidence to the state building official on forms provided by the state building official of attendance or participation in an approved continuing education program and units earned.

The information must be submitted to the state building official before the last day of the third calendar year following the date of the last certification issued.

Subp. 2. **Certificate of renewal.** The commissioner shall issue a certificate of renewal, valid for three years, to each applicant who has provided evidence of required continuing education earned within the time indicated in subpart 1 and has submitted the \$25 renewal fee.

Subp. 3. **Extension of time for compliance.** The state building official may grant an extension of time to comply with parts 1301.0700 to 1301.1200 if the person requesting the extension of time shows cause for the extension. The request for the extension must be in writing. For purposes of this subpart, the building official's current certification effective dates shall remain the same. The extension does not relieve the building official from complying with the continuing education requirements for the next three-year period.

Subp. 4. **Reinstatement of certificate.** A building official whose certification has lapsed must be reinstated if:

- A. the official provides proof of required continuing education units earned;
- B. not more than three years have passed since the certification lapsed or since the official successfully took the test for certification as a building official; and
- C. the appropriate fee is submitted with the application.

For purposes of this subpart, the building official's certification effective date shall change to the date when the reinstatement certificate is issued.