

**DIVISION 35
CONTINUING EDUCATION PROVIDERS**

918-035-0000**Purpose and Scope**

OAR chapter 918, division 35 establishes standards and procedures for approval of continuing education courses by the appropriate board or division. These rules apply to continuing education providers and instructors for purposes of gaining and maintaining approval of continuing education courses and instructors.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0005**Definitions**

As used in OAR chapter 918, division 035 terms are defined as established in OAR 918-030-0010.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0010**Authority for Course and Instructor Approval**

(1) The appropriate board or the division approves continuing education courses and instructors, subject to the standards and procedural requirements established in OAR chapter 918, division 35.

(2) The appropriate board may delegate authority for course or instructor approval to a committee or the Building Codes Division. The committee or division must report all approved courses to the appropriate board.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0020**Timeline for Approval; Term of Approval**

(1) Application for course or instructor approval may be made at any time during the code cycle.

(2) Application for course approval prior to code adoption as defined in OAR chapter 918, division 008 may be made at any time after the notice of proposed rulemaking hearing for the adoption of the new code has been filed with the Secretary of State.

(3) Courses and instructors are approved for the duration of the code-cycle and courses may be taught prior to the effective date of that code.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0040**Minimum Requirements for Continuing Education Course Approval**

(1) Continuing education courses must meet the following minimum requirements:

(a) Course instructors must be approved by the appropriate board or the division pursuant to these rules;

(b) The minimum course length is two hours or the equivalent for online or correspondence courses;

(c) Courses must cover the most current appropriate specialty code including Oregon amendments;

(d) The course must include the material described in OAR 918-035-0050; and

(e) The course must comply with the policies and procedures established by the appropriate board or the division for ensuring the quality and effectiveness of the course.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0050**Code-Change Course Content**

(1) The appropriate board or the division develops content requirements for continuing education code-change courses. The content requirements must include but are not limited to the following:

(a) Permit processes and requirements;

(b) Instruction on the scope of work allowed under a given license;

(c) Rule and law changes, including alternate method rulings and interpretations; and

(d) Code instruction, in specific areas deemed appropriate by the board or division.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0060**Instructor Approval**

(1) Instructors may apply for approval as part of the course approval procedure or may apply for approval independent of the course approval process.

(2) Approved instructors must be qualified by training or experience to teach the subject matter of the course. Qualifications may be evidenced by:

- (a) An appropriate license;
- (b) A relevant degree; or
- (c) Other expertise recognized by the board or the division.
- (3) Applicants for instructor approval must:
 - (a) Apply on a division-approved form; and
 - (b) Submit proof of qualifications to the board or the division.
- (4) Approved instructors and division staff who instruct continuing education courses shall receive continuing education credit for courses taught.
- (5) Division staff teaching courses in the normal course of their duties are considered approved instructors for the purposes of these rules.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0070

Approval Procedure

- (1) Applications for course approval must include:
 - (a) Brief description of the course;
 - (b) Detailed course outline, which shall include:
 - (A) Specific reference to the course content requirements established by the appropriate board or division; and
 - (B) The amount of time spent on each content area;
 - (c) Course objectives and learning outcomes;
 - (d) Provider contact information;
 - (e) Name or names of instructors;
 - (f) Instructor qualifications, unless the instructor has already been approved by the division;
 - (g) Number of credits requested;
 - (h) List or samples of all program materials;
 - (i) Documentation demonstrating compliance with the policies and procedures for ensuring the quality and effectiveness of the course;
 - (j) Course prerequisites, if any; and
 - (k) Agreement to allow division to evaluate course and instructor.
- (2) Courses qualifying for approval as code-change courses must include the code-change material specified by the appropriate board or the division under OAR 918-035-0050 for the specific license type(s).
- (3) Subsequent applications for the same program may incorporate by reference all or part of the original application.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0080

Recording Continuing Education Credits

- (1) Providers must submit a list of course attendees in a method specified by the division.
- (2) Providers must document course completion and give proof of course completion to each attendee.
- (3) Providers shall retain records of attendees for each course for at least 5 years from the date of the course. Providers shall provide a copy of the record to the division at the division's request.

Stat. Auth.: ORS 183.335

Stat. Implemented: ORS 183.335

Hist.: BCD 10-2006(Temp), f. 6-30-06, cert. ef. 7-1-06 thru 12-28-06; BCD 13-2006, f. 9-29-06, cert. ef. 10-01-06

918-035-0090

Suspension or Revocation of Course or Instructor Approval

- (1) The board or the division may assess a civil penalty or take any other appropriate action including suspension or revocation of approval of a continuing education course or instructor if the provider or instructor fails to meet the requirements in this division of rules, including but not limited to:
 - (a) The requirement that courses be taught by an approved instructor;
 - (b) Failure to teach the required material or course content for the approved course;
 - (c) Providing inaccurate information indicating that a course or instructor has been approved; or
 - (d) Providing an inaccurate list of course attendees.

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