

Board of Building Regulations and Standards  
Construction Supervisor License  
Continuing Education Requirements  
May\_2013

Any person with an **EXPIRATION** date of July 1, 2013 or later will need to confirm that the continuing education (CEU's) have been satisfied.

***How do I know how many CEU's I need?***

I have an Unrestricted License (CS-xxxxxx) – 12 CEU's  
I have a Restricted License (CSFA-xxxxxx) – 10 CEU's  
I have a Specialty License (CSSL-xxxxxx) – 6 CEU's regardless of how many specialties  
(Masonry; Roofing; Window/Siding; Demolition; Solid Fuel; Insulation)

***When do I have to complete the CEU's by?***

You will receive your renewal form approximately **60 days** before your expiration date. It is recommended you complete the required CEU's by this time.  
You will need to attach a copy of any certificates received showing you completed the required CEU's to your renewal form.

***Where can I find a list of courses that have been approved by the BBRs?***

On the DPS website. Or click on COURSES then click on 'CSL Continuing Education Courses'. ALL COURSES LISTED ON THE DPS WEBSITE HAVE BEEN APPROVED

***Are ON-LINE courses available?***

Yes. On-line courses as well as classroom are available.  
Check the DPS website by clicking on COURSES then click on 'CSL Continuing Education Courses'.

***I already attended a course; How do I know if it has been approved?***

You should have received a certificate of completion with course number listed on certificate.(All courses begin with a CS-xxxx)  
Check the DPS website by clicking on COURSES then click on 'CSL Continuing Education Courses'.

***I have the certificate of completion; Now What?***

Keep the certificate and return a **copy** with your CSL renewal form.

***I already sent my certificate in; do I have to submit another with my renewal form?***

YES, a copy of your certificate will need to be sent in with your renewal form.

***I cannot find my certificate; what do I do now?***

Call the Coordinator or instructor and request another certificate.

***My license does not expire until March 3, 2015 I already completed the required 12 CEU's. Do I have to take the course again?***

No, this will be accepted when you renew in 2015 because this is the first time you are required to provide the required CEU's.

***How often do I have to complete the required CEU's?***

Every two years when you renew your license.

***When should I take the required courses?***

Within your two year renewal period. Complete by the time you receive your CSL renewal (60 days before your expiration date).

***Any additional requirements besides the required CEU's?***

Each license category requires at least 1 hour each of the following subjects to be covered during training:  
Code Review  
Workplace Safety  
Business Practices / Workplace Safety  
Energy (except Demolition Specialty License)  
Lead Safe Practices (only first renewal cycle)