



Commonwealth of Massachusetts

Board of Building Regulations & Standards

The Building Official Certification Committee's Policy for Continuing Education For Maintenance of Certification Status

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This policy defines methodologies by which all certified building code enforcement officials are required to maintain their certification status current.

Part 1 - General Requirements:

Section 1.2 - Responsibilities: Pursuant to 780 CMR R7, the *Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors*, all those who are certified as a building code enforcement officials by the Board of Building Regulations and Standards (BBRS), **shall maintain** said certification by attaining at least **forty-five (45)** hours of acceptable continuing education credit for each **three (3) year period** following initial certification.

Conditional appointees shall attain at least **one (1)** contact hour of education for each month of employment until such time as the conditional appointee has successfully completed the required examination schedule.

Part 2 of this document identifies *acceptable continuing education credit* and defines required minimums for each category of acceptable credit. Credit values are described in terms of *contact hours*. A *contact hour* is defined as: **One clock hour of interaction between learner and instructor.**

Example: An eight (8) hour seminar that includes a one (1) hour break for lunch and two (2) fifteen minute breaks, will be assigned six and one-half (6½) contact hours of credit for certification maintenance (8 hours of cumulative time - 1 hour lunch - ½ hour for breaks = 6½ contact hours). A maximum of ten (10) contact hours of credit may be granted for any singular course, regardless of length.

To be considered *acceptable continuing education*, material covered during programs identified in Part 2 of this document shall be pertinent to the duties of a building code enforcement official. To receive full credit for course material, one **must** attend the full program offering. Any individual arriving late (as determined by the program's instructor) at the start of the program or after any scheduled breaks and/or meals; or any individual leaving early, shall not receive full credit for the program. **This policy shall be strictly enforced for all seminars offered by the BBRS.**

All attendees **shall sign-in** at the start of each program on approved* attendance sheets made available by the program's sponsor. (An approved attendance sheet, document as **Attachment A** is available on the website.)

Note: Although records of continuing education credit shall be maintained at the Office of the Board of Building Regulations and Standards, each certified individual should preserve a record of his/her continuing education credit. In the event of a dispute regarding a certified individual's continuing education credit status, said individual may petition the *Building Official Certification Committee* for resolution. Said petition shall record on the *Training Report Discrepancy Form* made part of this document as **Attachment C**. The discrepancy form shall clearly identify the course or seminar (or other method of study) by name and number (if available), and shall identify the date and location attended. Evidence of attendance (certificate of attendance, passing score), **must** be attached to the discrepancy form. The determination of the *Building Official Certification Committee* regarding discrepancies **shall be binding and final.**

Part 2 - Acceptable Continuing Education Credit:

Section 2.1 - Categories of Credit: There shall be two categories of acceptable continuing education credit for the purposes of maintaining certification as a building code enforcement official. The first shall be known as **Category 1 Credit**, the second as **Category 2 Credit**.

Section 2.2 - Category 1 Credit: Category 1 credit shall include only those methods of study covering materials that are considered **directly** pertinent to the job function of a building code enforcement official. Such materials include (but are not limited to) *780 CMR, The Massachusetts State Building Code* (the code); the *special rules and regulations* which are included at the end of the code as *780 CMR R1 through 780 CMR R7*; or any *reference standard* included in any

* Approved by the *Building Official Certification Committee* under procedures established for such purpose.

Appendix of the code. Examples of such standards are; the National Fire Prevention Association's (NFPA) Standards 13 or 72, and the American Concrete Institute (ACI) Standard 318.

Also, participation in Board (BBRS), committee and/or subcommittee meetings of the Board of Building Regulations and Standards. Credit shall be assigned only to those who participate as members of such boards and or committees (not just for attending meetings). Credit value shall be one (1) contact hour of category 1 credit per meeting up to a maximum of ten (10) contact hours per three (3) year cycle.

Category 1 credit shall be offered by members of the Board of Building Regulations and Standards (BBRS) or its staff (or otherwise be assigned as identified above), approved members of the International Code Council (ICC), or its staff, or other agencies and/or individuals approved by the BBRS.

Category 1 credit should be approved by the BBRS (through the *Building Official Certification Committee*) prior to its offering.

Section 2.3 - Category 2 Credit: Category 2 credit shall include all other sources of education as identified in items (1.) through (5.), below.

1. Continuing education delivered, offered or sponsored by an accredited academic institution. For purposes of this policy, an accredited institution is a high school, community college, junior college, college, university, technical or vocational school or similar institution. Such courses or programs of study **shall** be approved for credit by the *Building Official Certification Committee* through the method prescribed under Section 2.5 of this policy.
2. Continuing education delivered, offered or sponsored by the International Code Council (ICC), National Fire Protection Association (NFPA) or other approved professional organization covering materials not approved for category 1 credit. Such courses **shall** be approved for credit by the method prescribed under Section 2.5 of this policy.
3. Attendance at, and/or participation in, monthly meetings sponsored by the Massachusetts Building Commissioners and Inspectors Association, the Southeastern Massachusetts Building Officials Association, the Building Officials of Western Massachusetts, MetroWest Building Officials of Massachusetts or other approved building code enforcement officials organizations duly established and whose procedures meet the requirements for continuing education credit; and monthly meetings offered by each District State Building Inspector. Regular meetings of such associations or organizations shall receive one (1) contact hour of credit per meeting. Additional credit may be awarded if procedures as established by Section 2.6 of this policy are followed.
4. Instructors of continuing education meeting the requirements of this policy may be approved for credit for having prepared and instructed said continuing education. Instructors **shall** apply for credit by the method prescribed under Section 2.5 of this policy. A maximum of ten (10) *contact hours* of credit may be accumulated by this method per three (3) year period.
5. Other methods as approved by the *Building Official Certification Committee*, including, but not limited to:
 - a.) On-line and webinar presentations available through The International Code Council (ICC) or other recognized companies shall directly relate to a certified individual's ability to interpret and understand the provisions of the code.

A certified individual who applies for credit under this item shall submit written documentation produced by the educating agency (ie: ICC, NFPA) which describes the content of the on-line or webinar material. Additionally, the certified individual shall submit an affidavit (signed under the pains and penalties of perjury) attesting to that fact he/she has met study program requirements as prescribed by the educating agency. Submitting false information relative to this section may result in revocation of certification.

Note: Nothing contained in this policy shall preclude an individual or organization from applying for category 1 credit.

Section 2.4 - Required Credit: All certified building code enforcement officials **shall maintain** at least forty-five(45) hours of continuing education credit for each three (3) year period following initial certification through the methods defined in Part 2 of this policy. Of the forty-five (45) hours required, a minimum of ten (10) hours of category 1 credit shall be acquired each year following initial certification for a minimum total of thirty (30) hours over the three year certification cycle. The additional fifteen hours of required credit per three year cycle may be acquired in any combination of category 1 or category 2 credit.

Section 2.5 - Applying for Credit: All methods of continuing education defined in this policy **shall** be approved by the *Building Official Certification Committee*. Made part of this policy as Attachment B is the *Building Official Certification Committee's Application for Continuing Education Credit*. Any individual or organization seeking credit for a particular method of education **shall** complete this form in its entirety and forward it (along with the required attachments) to the *Building Official Certification Committee, 1000 Washington Street – Suite 710, Boston, MA 02118*. All applications shall be reviewed by the Committee. Although not all applications will be approved for credit, all will be considered. The only way to find out if a particular seminar and/or course will be approved, is to apply.

Section 2.5.1: Any individual seeking credit for attending education *out of state* shall complete the *Building Official Certification Committee's Application for Continuing Education Credit (Attachment B)*. This application shall have the signature of the instructor of this course. This application is not required for programs offered by ICC, ESBOF, etc. *Materials forwarded to the Committee without an application and incomplete applications will not be considered.*

Section 2.6 - Special Seminars are programs of continuing education offered by an approved* building code enforcement officials organization or District State Building Inspector that exceed the usual course of business. For example, an association may schedule a meeting at which a staff member from BBRS (or other approved individual or agency) will present a full day presentation. In such an instance, the association may apply for credit in excess of the normally assigned one (1) contact hour. Said application shall be filed in accordance with the method defined in Section 2.5, above.

Part 3 - Attendance:

Section 3.1 - Reporting Attendance: It is essential that proper and accurate records of attendance are maintained by each certified building code enforcement official and by the sponsoring agency for any program of education offered in compliance with this policy.

In most instances, such BBRS seminars, district meetings and association meetings, copies of attendance records are forwarded directly to the *Building Official Certification Committee, 1000 Washington Street – Suite 710, Boston, MA 02118* at the conclusion of each program. However, there are instances where a certified individual would need to transmit his\her own attendance records. For example, if a certified individual has attended a course of study that has been accredited by the Committee at a local institution he\she must ensure that proper record of his\her attendance is forwarded to the Committee. This may be achieved simply by writing the Committee (in letter form) and attaching a copy of the certificate of attendance or passing grade that is issued by the institution. Once received, attendance may be properly credited to his\her report. If proper documentation is not forwarded, credit cannot be recorded.

Section 3.2 - Timeframe for Reporting Continuing Education: At the end of a three year training cycle individuals who have not accumulated the required 45 hours of continuing education by December 31 of that year will have 90 days to provide discrepancies or request an extension of time to accumulate the required hours. All discrepancies and extension requests will be reviewed at the April meeting.

January, following the end of the three year training cycle, notification will be sent to the building official and their appointing authority of being in violation of Section 3 of 780 CMR-R7, *The Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors*, requires each certified person to maintain ***at least 45 hours of acceptable continuing education credit*** within each three year period following initial certification.

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