CRITERIA FOR SUBMITTING CONTINUING EDUCATION COURSES FOR BOARD OF BUILDING STANDARDS CERTIFICATIONS

The Ohio Board of Building Standards approves Continuing Education Courses for building department personnel. The courses may be used for the attainment of goals that are connected with technical and professional development as they relate to enforcing and interpreting the Ohio State Building Codes. Board approval is granted only on course instruction pertaining to OBC, OMC, OPC, and RCO requirements and such other content areas directly related to the responsibilities of the certification for which credit is being requested.

Instructors: Anyone or any organization promoting an approved course, is required to make full and accurate disclosure regarding course title, course approval number, number of credit hours, certifications for which the BBS has approved the class, and fees in promotion materials and advertising. *The Board does not grant retroactive approval. It is recommended that courses be submitted for approval well in advance of any scheduling of classes and advertising*. Advertising shall not disclose improper approval information to the public.

Course sponsors/co-sponsors: proved participants a certificate of completion containing the following information: name of participant, title of approved courses, BBS approval #, BBS approved certifications, date of the continuing education program, number of approved credit hours awarded and signature of authorized sponsor or instructor.

Anyone or any organization administering an approved course shall provide the Board with advanced written information on scheduling of the course(s) (date and place) and provide to the Board a legible list of participants who completed the course with the name of course, date, and location.

Participants: Must attend the complete course as presented by the instructor to receive credit hours approved by the Board. No partial credit shall be given to any participant who failed to complete the entire course as approved. The sponsor/co-sponsor or instructor shall formulate a method to verify the individual's attendance and completion of the course.

Board approval: Remains in effect during the current code edition. Upon the Board's adoption of a new edition of the codes, course sponsors must update their course and submit to the Board for approval. The Board does not grant retroactive approval for courses presented prior to approval date.

Facility/training area: Shall be capable of comfortably and safely seating at least the number of attendees with writing surfaces for each attendee; accessible to/and usable for people with disabilities; sized and provided with audio/visual equipment adequate so that each attendee can see the instructor(s) and overhead screen and hear the content of the training programs; illuminated for writing and that the content on an overhead screen can be seen easily by all attendees; non-smoking in the training room; sound controlled so that outside noise will not interfere with the training.

Ohio Board of Building Standards
6606 Tussing Road
PO Box 4009
Reynoldsburg, OH 43068-9009 U.S.A.

Gerald O. Holland, Chairman

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APPLICATION

FOR

Continuing Education Course Approval

Continuing education programs approved for education credit by the Ohio Board of Building Standards may be used for compliance with certification requirements related to code enforcement, plan review, and inspection responsibilities. The credit is to be used to renew the certifications issued by the Ohio Board of Building Standards pursuant to section 3781.10(E) ORC.

Board of Building Standards

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www.com.state.oh.us/dic/dicbbs.htm

COURSE SUBMITTER:

Course Submitter: _____
(Contact Name)

Organization: _____
(Organization/Company)

Address: _____
(Include Room Number, Suite, etc.)

City: _____ State: _____ Zip: _____

E-Mail: _____

Telephone: _____ Fax: _____

Course Sponsor: _____

COURSE INFORMATION:

Course Title: _____

New Course Submittal: ☐   Update Course: ☐   Prior Approval Number: _____

Purpose and Objective: _____

_____

_____

_____

_____

Number of Instructional Contact Hours that can be obtained upon completion: _____

If Multi-Session, Number of Instructional Contact Hours Per Session: _____

Program Applicable for the Following Participants:

Building Official ☐	Master Plans Examiner ☐	Building Inspector ☐ Fire Protection Inspector ☐	Mechanical Inspector ☐
	Plumbing Plans Exam. ☐		Plumbing Inspector ☐
	Electrical Plans Exam. ☐		Non-Res IU Inspector ☐
	Mechanical Plans Exam. ☐		

Res Building Official ☐   Res Plans Examiner ☐   Res Building Inspector ☐   Res Mechanical Inspector ☐   Res IU Inspector ☐

Electrical Safety Inspectors ☐
Location of ESI Course: _____   Date(s) of ESI Course(s): _____

SUBMITTAL CHECKLIST: Make Sure all of the Following Information is **Submitted**:

		Check Off
Course Submitter:	Name of contact person and their certification numbers, organization, address, fax, phone	
Course Sponsor:	Organization sponsoring or requesting the program (if any)	
Course Title:	Name of course (related to content)	
Purpose/Objective:	Describe purpose and how course will improve competency of certification(s) listed	
Contact Hours:	Indicate instructional time and credit requested in hours (e.g.: 0.5 hr, 1 hr, 3.5 hrs)	
Participants:	Check off each certification for which credit is requested (for which course relates to certification)	
Content of Program:	Include collated agenda, time schedule, course outline; list specific sections of code, references, and topics covered	
Course Materials:	Collated workbooks, handouts, hard copy or electronic versions of program is available	
Instructor(s) Info.:	Resume of professional/educational qualifications & teaching/training experience/BBS certifications	
Test Materials:	Copy of quizzes or tests to be given	
Completed Application:		

NOTE: The Board does NOT grant retroactive approval for courses presented prior to approval date.