# Plumbing and Mechanical Systems Examining Board Application & Fees Committee Meeting Minutes September 15, 2008

#### **Committee Members Present:**

Jane Hagedorn, Chairperson Mick Gage Ronald Masters

### **Staff Attending:**

Cindy Houlson, Executive Officer Susan Van Horn, Program Planner

#### **Guest:**

Rick Rosno, Iowa Interactive

Chairperson Jane Hagedorn called the meeting to order at 3:58 pm.

Minutes were reviewed from previous meeting. Request was made to identify the minutes as being identified as 'conference call meeting'.

Ron Masters made a motion: to accept Meeting Minutes from the August 26, 2008 Committee Meeting with the add identification of conference call. Mick Gage seconded.

The motion passed unanimously.

The committee opened discussion of Chapter 29 Rules.

- 1. Waiver of Examination Language for the grandfathering language
- Committee agreed to bring forward to the Administrative Rules Committee concerns that the clause identified as 1.c.iii was to restrictive as written. Specifically identified was the language requiring the last two years of employment have to be consecutive from January 1, 2007 to December 31, 2008. This language was identified as providing a potential hardship to licensees who may have been laid off, injured or otherwise unable to work consecutively for the 24 months prior to application.
- Committee also decided to request additional clarification as to whether the work must be in Iowa.
- 2. CEU Language for Apprenticeship
- Committee decided to bring forward to ARC concern that the identified number of CEU required for Apprentice licensees is not in agreement with standards established by the Department of Labor.

## 3. Rules for Completing Applications

- The committee created language to include in Chapter 29 to establish procedures for completing the application process. The rules are as follows:

#### Rules for Applications:

- 1. The applicant shall complete a board-approved application packet.
- 2. Application packets may be obtained from the board's Web site (<a href="http://www.idph.state.ia.us">http://www.idph.state.ia.us</a> add additional address)
- Applications should be filled out online. Paper applications will incur an additional processing
  fee. Paper applications are available to download at http://www.idph.state.ia.us or from the
  board office at:

Plumbing and Mechanical Systems Examining Board

Iowa Department of Public Health

312 E 12<sup>th</sup> Street, 5<sup>th</sup> Floor

Des Moines, Iowa 50319 or by calling

1-800-xxx-xxxx.

- 4. Application must be completed according to instructions contained in the application packet. If the online application is not completed as instructed the license will be flagged as incomplete and the applicant must contact the board within 90 days to complete the application process. If the applicant fails to complete the application within 90 days the license fee will refunded minus any processing fees and the initial application fee.
- 5. If the application is incomplete or denied contact the board office at:

Plumbing and Mechanical Systems Examining Board

Iowa Department of Public Health

312 E 12<sup>th</sup> Street, 5<sup>th</sup> Floor

Des Moines, Iowa 50319 or by calling

1-800-xxx-xxxx.

- 6. In order to be processed each application must be accompanied by the appropriate fees as determined by the Board. The application fee is non-refundable, as is the Board exam sponsor fee.
- 7. No application will be considered by the Board without verifiable documentation.

For the initial application stage or Board defined 'grandfathering period' the following criteria must be verifiable:

Examination – (include definition?)

Proof of Work Experience – (include definition?)

Existing License in State of Iowa – (include definition?)

From 2010, or the end of the Board defined 'grandfathering period', the following verifiable criteria must be submitted:

The passing examination score provided by the testing service to the board. Candidate shall have met the minimum requirements for each type of license. Candidate shall have met the established employment criteria.

For renewal applications the following verifiable criteria must be submitted:

The passing examination score provided by the testing service to the board. Candidate shall have met the minimum requirements for each type of license. Candidate shall have met the established employment criteria.

Candidate shall submit completed CEU requirements as determined by the

Board.

- Completed applications shall be filed with the Plumbing and Mechanical Systems Examining Board.
- 9. Incomplete applications shall be kept on file for one year.

The committee then moved to discussion of Chapter 28 Fees.

- Committee decided to remove 'online' from title of all fees.
- Clarification of additional Initial Application Fee and Board Exam Sponsoring Fee as proposed by ARC. Committee decided to accept the fee at this time.

The final item for review was the first and second versions of application. Committee agreed with format and approved to continue with work on the application.

Agenda for the next meeting will be determined after the Public Board meeting.

The next committee meeting is scheduled for September 30<sup>h</sup>, 2008 at 10:00 am. Location to be determined.

Ron Masters made a motion: to adjourn the meeting.

Mick Gage seconded.

The motion passed unanimously.

The meeting was adjourned at approximately 7:35 pm.

Respectfully submitted, Susan Van Horn