

**Plumbing and Mechanical Systems Examining Board  
Application & Fees Committee Meeting Minutes  
September 30, 2008**

**Committee Members Present:**

Jane Hagedorn, Chairperson  
Ronald Masters  
Mickey Gage  
Carol Crane

**Staff Attending:**

Cindy Houlson, Executive Officer  
Susan Van Horn, Program Planner

Meeting was held in Mercy Capitol 104.

Chairperson Jane Hagedorn called the meeting to order at 10:00 am.

Minutes were approved by motion made by Ron Masters, seconded by Mick Gage.  
Motion passed.

Ron Masters asked Jane Hagedorn if she would be available to chair the board meeting on October 15, 2008. He was going to be unavailable due to family commitments. Jane Hagedorn accepted and will chair the meeting if necessary.

Chapter 28 Fees was discussed. An explanation of the different fees focused on the need for a processing fee. Cindy Houlson reported that Heather Adams, AAG, had supported that fees can be non-refundable similar to the other fees in Professional Licensing. Since fees can be non-refundable, a processing fee is not necessary. There is a need for an examining sponsor fee. That fee would be good for one year, if test candidate has not passed exam within that one year then they will need to reapply and pay a second time to continue taking the examination.

A motion to strike the processing fee and add the exam sponsor fee, 28.1(4), was made by Mick Gage, seconded by Ron Masters. Motion passed.

Rule 29.5 Requirements for licensure was reviewed and changes discussed. All identified changes will be shared with the Administrative Rules Committee for their consideration as they are finalizing Rule 29 for the October 15<sup>th</sup> meeting.

Discussion focused on GED/Highschool requirement vs. grade level attainment. A motion was made to remove highschool/ GED as a minimum qualification on the application. Jane Hagedorn made motion, seconded by Mick. Motion passed.

After a short lunch break the committee began working on Rule: Chapter 30 Continuing Education. Discussion focused on 8 hours of class room education required for licensure renewal. The committee also discussed what constituted good continuing education. If CEU equivalent is required the standard needs to be determined. Cindy Houlson will research the standard. The committee reviewed wording in Chapter 30.

30.2(1) was approved.

30.2(2) wording was changed to code was expanded to applicable Iowa Code per discipline.

Distribution of hours of continuing education was discussed. It was determined that 2 hours would be safety training, 2 hours would be code updating, and 4 hours would be trade specific. Discussion also focused on combined licenses and how to distribute the required hours and if all hours would be necessary. Would there be the benefit of a combined license in terms of continuing education?

30.2(3) wording was approved.

30.2(4) wording was approved.

30.2(5) wording was approved.

30.2(6) wording was approved.

The committee began focusing on 30.3(1) and determined that they would continue discussion at the next meeting. Motion was made to adjourn meeting by Mick Gage, seconded by Ron Masters. Meeting was adjourned at 1:40.

Respectively submitted  
Cindy Houlson