

**Plumbing and Mechanical Systems Examining Board  
Rules Committee Conference Call / Meeting Minutes  
October 02, 2008**

**Committee Members Present:**

Sue Salsman, Chairperson  
Ronald Masters  
Dennis Molden  
Stuart Crine  
Ken Sharp

**Staff Attending:**

Cindy Houlson, Executive Officer  
Susan Van Horn, Program Planner

Chairperson Sue Salsman called the meeting to order at 3:02 pm.

Chairperson Salsman gave an update on the progress of Chapter 29 and the outline for the meeting.

The committee began with a review of changes identified from the meeting 09/26/2008. It was noted that changes to the language of the 2008 Iowa Acts Chapter 198 will not appear in Chapter 29 definitions until after the act is reviewed by legislation. At that time, the rules will need to be revisited to include any updates.

Committee discussion then focused on Chapter 29.5

- Change title to Requirements for Application
- Item 29.5 g – If the applicant is notified that the application is incomplete the applicant must contact the board office within 90 days to complete the application. The board may be contacted 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 1-866-280-1521.
- Item 29.5 h – Add sentence: An appeal must be received 10 days prior to the next scheduled board meeting. Committee also identified two separate appeal issues as denial of license or exam application and appeal of non-refundable fee. Committee requested language for fee refund be moved to Chapter 28.
- Item 29.5 j – include “without *the appropriate* verifiable documentation
- Item 29.5 l – Move entire section to 29.7 Examination Requirements with the following changes: “a. For 180 days after the effective date of this rule, a waiver may be granted to a resident of the state of Iowa or a person employed by a plumbing, HVAC, refrigeration or hydronic business registered with the state of Iowa who meets one of the following three. Any person applying for a waiver must provide the following verifiable documentation. For the initial application stage or Board defined ‘grandfathering period’ waiver period the following criteria must be verifiable:

1. Examination – applicant has passed a discipline appropriate exam provided or sponsored by a city, county or subdivision in Iowa, or
  2. Existing License in State of Iowa – applicant currently holds a license issued from an existing city, county or other subdivision in Iowa, or
  3. Proof of Work Experience – if applicant can provide proof of five (5) years of applicable experience as determined by the Board since December 31, 1998, the last two of which have to be within the last five years, between January 1, 2004 through December 31, 2008; then 29.4 (b) education requirement will be waived.”
- Item 29.5 l – change to “An applicant must submit the following verifiable documentation:
    1. The passing of a discipline appropriate examination score provided by the testing service under contract to the board
    2. Candidate shall have met the minimum requirements for each type of license.
    3. Candidate shall have met the established employment experience criteria.
  - Item 29.5 m – change to For renewal applications submit the following verifiable documentation:
    1. Candidate shall have met the minimum requirements for each type of license.
    2. Candidate shall update employment criteria.
    3. Candidate shall submit completed CEU requirements as determined by the Board.

The committee then focused discussion on the GED/High school requirement. Concern has been expressed by other committees that the requirement could bar some applicants from receiving licensing in the trade. The other side of discussion focused on the need to set an industry standard that will improve the quality of the work force. The language recommended by the committee is:

“b. January 1, 2010 all apprentice applicants must have a high school education or attained GED equivalent.”

Chairperson Salsman also brought forth comments regarding CEU’s and the need to begin defining the requirements. Two initial criteria needed are definition of classroom hours to CEU credit ratio and CEU requirements for licensee with multiple licenses. The next scheduled meetings/teleconferences will be October 08, 2008 with a time change of 1:00 pm to 5:00 pm at the Lucas Building, Room 415.

The meeting was adjourned at approximately 4:57 pm.

Respectfully submitted,  
Susan Van Horn