

**Plumbing and Mechanical Systems Examining Board
Application & Fees Committee Meeting Minutes
November 5, 2008**

Committee Members Present:

Jane Hagedorn, Chairperson
Carol Crane
Mick Gage
Ron Masters

Staff Attending:

Cindy Houlson, Executive Officer
Susan Van Horn, Program Planner
Wendy Zimmerline, Secretary 1
Matt Oetker, Assistant Attorney General

Committee Chair Jane Hagedorn called the meeting to order at 1:05pm.

It was decided that the minutes from 9-30-08, 10-14-08, and 10-29-08 would be reviewed for approval at the next meeting.

Review of Chapter 30 the following changes were made:

30.1 Definitions. For the purpose of these rules, the following definitions shall apply:

“Board” means the plumbing and mechanical **systems** examining board as established pursuant to Iowa Code section 105.3.

30.2 CEU (Continuing Education Units) requirements.

30.2(1) The biennial continuing education compliance period shall begin on the license issue date and end two years later on license expiration date.

30.2(2) Each biennium:

- a. A Master or journey licensee shall be required to complete a minimum of 8 hours of board-approved continuing education, of which 4 hours shall be in the prescribed practice discipline. A minimum of 2 hours of the 8 hours shall be in the content area of the applicable Iowa Plumbing or Mechanical Codes and 2 hours of the 8 hours shall be in the content area of Iowa's Occupational Safety and Health Act.
- b. A Master or journey licensee holding licenses in multiple disciplines shall obtain a minimum of 14 to 16 hours of board-approved continuing education, of which 8 hours shall be in any of the prescribed practice disciplines. A minimum of 2 to 4 hours of the 14 to 16 hours shall be in the content area of the applicable Iowa Plumbing and/or Mechanical Codes and 4 hours of the 14 to 16 hours shall be in the content area of Iowa's Occupational Safety and Health Act.

30.3 Standards.

30.3(1) General criteria. A continuing education activity which meets all of the following general criteria is appropriate for continuing education credit if the continuing education activity:

- e. Provides proof of attendance to licensees in attendance including:
 - (1) Date, location, course title, presenter(s), **and board approved course identification number;**
 - (2) Number of program contact hours; and
 - (3) Certificate of completion or evidence of successful completion of the course provided by the course sponsor.

30.3(2) Specific criteria. A continuing education activity which meets the following specific criteria is appropriate for continuing education credit if the continuing education activity:

- a. *Is board approved.*
- b. *Covers product knowledge, methods, and systems of one or more of the following:*
 - 1. *the theory and technique for a specific discipline.*
 - 2. *the current Iowa Plumbing and/or Mechanical code.*
 - 3. *the standards composing the current Iowa's Occupational Safety and Health Act.*
- c. *Meets the criteria in sub rule 30.3(1) and is approved by the board.*
- d. *The requirement for the number of CEU hours shall be as stated in 30.2(2) a and b.*

30.4 Audit of continuing education report. The Board may conduct audits to review compliance with continuing education requirements.

30.4(1) For a period of two years after the conclusion of each applicable biennium, all licensees shall retain, preserve, and provide the board upon request, the following information:

- a. Date and location of course, **board approved course identification number**, course title, course description, course outline, course schedule, names and qualifications of instructors/speakers and method of presentation; or a program brochure which includes all the information required in this paragraph;

It was decided that the Chapter was ready to be passed to committee chairs for further review. Staff will get it sent out for changes and prepare the changes for the next meeting Thursday November 13, 2008 at 1:00 pm.

Cindy also offered a copy of her PowerPoint to committee if they want to present it to groups in their area. She also mentioned that the staff would be able to attend meetings if they would like to set some up in their areas.

The meeting was adjourned at 3:00 pm.

Respectfully submitted
Wendy Zimmerline