

**Plumbing and Mechanical Systems Examining Board
Continuing Education Committee Meeting Minutes
January 13, 2009**

Committee Members Present:

Jane Hagedorn, Chairperson
Thomas Day

Committee Members Absent:

Patricia Broerman

Staff Attending:

Susan Van Horn, Program Planner
Wendy Zimmerline, Secretary
Matt Oetker, Assistant Attorney General

The meeting was called to order at 2:10 pm.

Discussion was held on Chapter 30 CEUs addition of 30.2(3) over computer-based continuing education. The committee opened discussion about the need for e-learning classes to better serve all licensees who may not have access to face-to-face learning. The committee looked at what type of class should be allowed. Consensus was some classes could be offered online, but there should be others such as OSHA and code classes that should not be online. Concerns were discussed about monitoring that individuals were actually taking the classes and not sharing the information or having someone else take the class in their place. Discussion also took place about content of CEU classes and whether all classes should be required to have some type of testing at the end of the class. Matt Oetker advised that a separate rule could be written to cover e-classes that separately govern e-classes. Tom Day asked if the board could choose one provider for e-classes. Matt advised because the board is already involved in the approval process for the classes, it would be difficult to limit who could offer classes without limiting commerce. It was agreed that a 2 hour allowance of computer-based training is an appropriate recommendation at this time. It can be adjusted in the future as the board sees fit to the situation. This topic will be brought to the next Public Board meeting for consideration.

Next agenda item was Certificate of Completion. The committee chose to table discussion of this certificate until later in the meeting and move to the document titled Information Concerning Continuing Education with changes brought forward by Matt Oetker.

Discussion covered the following:

- Item #3 – Last sentence still refers to Electrical Licenses. Change to Discipline Licenses.
- Item #5 – Add additional box at the end titled “Category”.
- Item #7 – Renewal of instructor approval discussion.
Instructors do not have to hold a license in a discipline.
No standardized continuing education for Instructors is available.

Update was provided that fees will not be allowed to be assessed to CEU components.

Determined renewal period will be three years.

Strike second & third sentence.

“Applications for renewal are encouraged to submitted 120 days prior to instructor’s renewal date.” will be added.

Committee also began discussion about approval & denial process for instructors.

Committee agreed to changes and moved to next agenda item.

Next agenda item - Application for Continuing Education Instructor Approval.

Discussion covered the following.

- Committee discussed need to separate Instructor approval and Course approval.
- Approval form:
 - Remove 1st & 2nd sentences that do not relate to program. Add statement that approval is valid for 3 years and must be submitted/approved prior to teaching a course. Discussion if a time can be established for office to approve applications. Decided to add pre-approval guidelines to course rather than instructor approval. Matt advised may have to make exceptions to a guideline that requests class submitted at 30 days prior to date, should be added to Chapter 30. Returned to Information Concerning Continuing Education to add statement that applications for approval shall be submitted 30 days prior to course will be added to Item #1. Requirement also will need to be added in Course approval information.
- Personal/Business Information ok. Will add (if applicable) to business section.
- Category section ok - Committee noted this section will also need to be included in Course approval section.
- Discussion on what professional documentation will be needed for instructors. Committee asked Matt Oetker to review language that would correspond with the rules established in Chapter 30.
- Addition to form: Space at bottom of form for approval/deny and Instructor approval number.
- Not necessary for Instructors approval form to identify if providing e-courses.

Course Approval form tabled to next meeting.

Agenda items for next meeting will be the same for the next meeting.

The next meeting will be scheduled for February 3, 2009 at 2:00.

The meeting was adjourned @ 3:55

Respectfully submitted
Susan Van Horn