Plumbing and Mechanical Systems Examining Board
Apps & Fees Committee Meeting
December 6, 2010
Notes
Dial in: 1 (866) 685-1580
Code # 0009991700

Time: 9 -11 a.m.
Location: Lucas Room 320
Present: Jane Hagedorn, Mick Gage, Ron Masters, Denny Molten and Brita Van Horne, Matt Oetker, September Lau, Cindy Houlson, Susan Van Horn and Mary Swinehart

Renewal notification, renewal application and renewal application instructions were discussed with the following suggestions submitted.

1. Renewal Notification

   Enhance area that speaks to prorated fees.
   Add applicable to license for CEU Code requirements.
   CEU requirements, especially for the 14 & 16 hours were clear for everyone.

2. Renewal Application

   Part II

   Delete paragraph starting with "in order to qualify…" Make two similar tables one for present license(s) and one for renewing license(s).
   For present license(s) table provide space for expiration date of each trade.
   Add med gas to both tables
   Add to sentence *Are you a registered contractor….." through the Iowa Workforce Development.
   Add a worksheet that would allow licensee to figure cost of renewing license including prorating and combining licenses.

   Part III

   Provide a space for date of course.
   Place a dark separation line between courses.

   Part IV

   When a licensee asks if the information previously submitted needs to be resubmitted. Response: *If information was submitted in the past we will have it on file, to be assured we have it you may wish to resubmit it.*

   Add fee table sheet to allow those that can to complete.

3. Renewal application instructions
Add (s) to word “license” in first sentence

Under general information
Add medical gas

Paragraph starting “Continuing Education Units…..”
Remove word “below”
Add date of course

Part II
2nd bullet point replace “experience/examination” with “continuing education requirements”
3rd bullet remove last sentence

Part III
1st paragraph remove word “below”
Add applicable discipline to code requirements

Add fee table to instructions or application

Susie Van Horn will incorporate changes and email to committee members before the next board meeting, to allow to be presented to full board.

Mick asked that changes be highlighted or underlined.

Adjourned