

**Plumbing and Mechanical Systems Examining Board  
Continuing Education Committee Meeting Minutes  
December 23, 2008**

**Committee Members Present:**

Jane Hagedorn  
Patricia Broerman  
Thomas Day

**Staff Attending:**

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

The meeting was called to order at 1:02 pm.

First order of business was to elect a chair for the committee. Jane Hagedorn was elected as chair.

Discussion was held on how pre-approval for the continuing education courses would be done. It was decided that:

- Fees should not be included on website due to the board not having control over what the entities charge for the courses.
- Pre-approval will be required for instructor and course.
- Pre-approval goes through Cindy to review that the information provided meets minimal criteria. If the information meets the requirements then Cindy will assign a number. If the information does not meet the criteria then she will pass it on to the committee to review. There will be a policy written about this process so that the process is known by everyone not just the committee.

Discussion was held on the audit process from the continuing education stand point. Things that should be able to be audited are:

- Instructor qualifications
- Course content
- Attendance/completion

The audit process rule is not complete so will work on forms until know what the audit process will be for both the instructor and course.

Information on Continuing Education handout....

Approved as is.

With addition that staff can audit also.

The instructor won't be required to give evaluation forms will need to direct students to website if they wish to provide feedback to the board.

Break down of hours attended will be grouped by OSHA, code, discipline.

Break down of hours attended will be grouped by OSHA, code, and discipline. Must be at least typed can be submitted electronically.

Staff discusses how course id's instructor ids are came up with and how can easily track them. And bring back the information to committee to continue with the forms

It was decided that the next meeting would be held Tuesday, January 13, 2009 from 1:00-3:00. Items for agenda will be a cleaned up copy of Information Concerning Continuing Education hand out (Matt will prepare), information on class/instructor approval numbers (staff to review and provide), and forms for Instructor application and approval.

The meeting was adjourned at 1:39 pm.

Respectfully submitted

Wendy Zimmerline