



# Iowa Plumbing & Mechanical Systems Board

## Continuing Education Information for Providers

This document provides information to continuing education providers offering courses to plumbing and mechanical systems license holders in the state of Iowa. Continuing education providers should also review Iowa Administrative Code 641—Chapter 30 for additional requirements and rules governing continuing education for plumbers and mechanical systems license holders.

1. For a course to be accepted for continuing education credit, both the COURSE AND INSTRUCTOR must have prior approval of the board. Approved courses must be delivered by approved instructors and vice versa. Applications for course approval should be filed at least sixty days prior to the course date. Course and instructor approval is valid for three years.
2. Course and instructor applications must be pre-approved by the Plumbing and Mechanical Systems Board (PMSB), the board's Continuing Education Committee, or the board's executive officer. Typically, new applications are reviewed monthly by the Continuing Education Committee.
3. The board hosts a training calendar on its website where licensees can search for upcoming board-approved continuing education courses. If you would like to have a course posted to the calendar, please complete the "Schedule of Courses" form.
4. At the conclusion of an approved continuing education course, the instructor shall inform each student that a survey of the course may be completed and submitted by the student to the PMSB office through either a written evaluation form or our online survey available on the board's website.
5. At the conclusion of the course, each student must be issued a certificate of completion by the continuing education provider. The certificate must include the following:
  - Full name and PMSB license number of the participant
  - Course name and course ID#
  - Date of course
  - Number of CE hours awarded for code, safety, or trade discipline(s) for license renewal
  - Instructor's full name and board-approved instructor ID#
  - Signature of instructor (electronic signature accepted)
6. Within 30 days of the completion of the course, the instructor or authorized person shall submit to the board either a typed or electronic course completion roster for the course. This roster must include the following:
  - Full names and PMSB license numbers of all participants
  - Course name and course ID #
  - Date of course
  - Location of course
  - Number of program contact hours
  - Instructor's full name and board-approved instructor ID#
  - Signature of Instructor (electronic signature accepted)

Rosters may be submitted by email to [PMSB@idph.iowa.gov](mailto:PMSB@idph.iowa.gov), via fax to (515) 281-6114 or via mail to the PMSB office: Iowa Dept. of Public Health – PMSB; 321 E. 12<sup>th</sup> St, Des Moines, IA 50319.

8. Applications for renewal of courses and instructors must be submitted every three years. If the course content or instructor qualifications have changed, a new application must be submitted in lieu of renewal.
9. Course ID numbers and board instructor ID numbers shall not be published or provided to the public or licensee in any documents other than the completion certificate.



## Iowa Plumbing & Mechanical Systems Board

### Application for Continuing Education Instructor Approval

**Part 1. Instructor Contact Information.**

<b>Full Name:</b>		
<b>Home Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone:</b>	<b>Email Address:</b>	
<b>Business Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Social Security Number, PMSB License #, or AMANDA Pin*:</b>	<b>Date of Birth:</b>	<b>Preferred Contact Address:</b> <input type="radio"/> Home <input type="radio"/> Business
<p><b>*Privacy Act Disclosure Notice:</b> Disclosure of your Social Security Number is optional under 42 U.S.C. § 666(a)(13). The SSN is only needed if you would like to manage your instructor and course details in our online database and you do not already have either a PMSB license # or AMANDA account PIN. If you do not already have an AMANDA account and do not wish to provide SSN, you may still be an approved instructor, however, you will not have online access to your instructor and course information.</p>		

**Part 2. Sponsoring Organization Information.** Please list the name of the business or institution you will be instructing for or write “self-employed” if there is no sponsoring organization.

<b>Sponsor Business Name:</b>		
<b>Sponsor Contact Name, if different:</b>		
<b>Address One:</b>		
<b>Address Two:</b>		
<b>City:</b>	<b>State</b>	<b>Zip Code:</b>
<b>Telephone:</b>	<b>Email Address:</b>	
<b>Who should be contacted if there are questions about this application?</b> <input type="radio"/> Sponsor <input type="radio"/> Instructor		

**Part 3. Course Categories Requested.** Mark all categories you are seeking to provide instruction.

<input type="radio"/> <b>Safety</b> (Ex: Iowa Occupational Safety & Health Act, First Aid, CPR, AED Training)
<input type="radio"/> <b>State of Iowa Plumbing Code</b>
<input type="radio"/> <b>State of Iowa Mechanical Code</b>
<input type="radio"/> <b>Trade Discipline(s):</b> <input type="radio"/> Plumbing <input type="radio"/> HVAC/R <input type="radio"/> Hydronics <input type="radio"/> Sheet Metal <input type="radio"/> Mechanical

**For Office Use Only**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reviewed By/Date Reviewed:	Processed By:
Instructor Number:	Issue Date:	Expiration Date:
Notes:		

**Part 4. Instructor Qualifications.** Indicate the instructor qualifications for each category(ies) you are seeking to provide instruction. Instructor experience may be verified by letters from educational institutions, state, city, or county entities requiring such instruction, or other groups directly associated with knowledge of the applicable subject matter.

- Safety.** Instructor must meet one of the following:
  - Current Iowa OSHA 500, 501, 502, or 503 card or completion certificate (Attach copies)**
  - Current train-the-trainer or instructor card or other certification (Attach copies)**
  - Safety-related degree or diploma issued by (Attach copies & check one):**
    - American Heart Association**    **American Red Cross**    **National Safety Council**
    - Board of Certified Safety Professionals**    **Other:** \_\_\_\_\_

- Code (plumbing or mechanical).** Instructor must meet one of the following:
  - Board-issued Iowa Journey/Master license in discipline (Attach copies)**
  - Current license as a professional engineer under Iowa Code chapter 542B (Attach copies)**
  - Evidence of having taught at least 8 contact hours in the applicable Code within the past 3 years (Attach proof)**
  - Current certification as an inspector or plans examiner in the discipline – ICC/IAPMO certifications from specific code body (Attach copy of certification)**
  - Other equivalent specialized education or training, specify:** \_\_\_\_\_  
\_\_\_\_\_ **(Attach proof)**

- Trade Discipline(s).** Instructor must meet one of the following:
  - Board-issued Iowa Journey/Master license in discipline (Attach copies)**
  - Current license as a professional engineer under Iowa Code chapter 542B (Attach copies)**
  - Evidence of employment as a product representative with manufacturer training (Attach copy of a signed letter from a 3<sup>rd</sup> party on their letterhead)**
  - Evidence of having taught at least 8 contact hours in the applicable discipline within the past 3 years (Attach proof)**
  - Other equivalent specialized education or training, specify:** \_\_\_\_\_  
\_\_\_\_\_ **(Attach proof)**

**Part 5. Attestation & Signature.** Form must be signed to be considered for approval.

I hereby certify that the information submitted on this application and any supporting documentation is true and correct. If an instructor approval is granted to me, I understand such qualification is only valid for three years and must be renewed to remain valid. If my instructor qualifications change, I agree to notify the board and understand it may affect my authorization to teach board-approved courses.

I also understand that all courses I instruct must be prior-approved by the board for participants to claim continuing education credit toward renewal of an Iowa plumbing or mechanical license. Course approval is also valid only for a three-year period.

I hereby agree to abide by all board rules related to continuing education contained in Iowa Administrative Code 641—Chapter 30.

Printed Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to: Iowa Dept. of Public Health – PMSB; 321 E. 12<sup>th</sup> St, Des Moines, IA 50319-0075



## Iowa Plumbing & Mechanical Systems Board

### Schedule of Courses for Training Calendar

The Iowa Plumbing and Mechanical Systems Board website hosts an optional training calendar which displays upcoming board-approved continuing education courses for licensees. There is no fee associated with the posting of courses to the calendar. The training calendar may be viewed at: <http://idph.iowa.gov/pmsb/training/calendar>.

To post a course to the calendar, please complete one form for each approved course number. If a single course will be offered for multiple dates then one form may be used to notify of multiple dates/locations. Informational flyers, course outlines, brochures, etc may also be linked to the course announcement. If you would like a copy of the brochure posted, please email an electronic copy.

Please submit the form a minimum of 7 days and no more than one year prior to the course date.

Course Registration Contact Name (to be posted online):		
Contact Address:		
City:	State:	Zip Code:
Contact Telephone #: (to be posted online)	Contact Email Address: (to be posted online)	
Course Registration Website:		
Instructor's Name, if Different:	Instructor #: <b>CEUI</b>	
Course Name:		
Course Approval #: <b>CEUC</b>	Cost:	
Hours Awarded & Category(ies):		
Signature of Instructor or Authorized Person:		

Please email, fax, or mail completed forms to:  
**PLUMBING AND MECHANICAL SYSTEMS BOARD**  
**LUCAS STATE OFFICE BUILDING**  
**321 E. 12th STREET**  
**DES MOINES, IOWA 50319**  
 Email: [PMSB@idph.iowa.gov](mailto:PMSB@idph.iowa.gov) or Fax 515-281-6114

Note: If submitting this form electronically, you may also attach a copy of the course registration brochure if you would like us to include that in the posting on our training calendar.

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

<b>Course Date:</b>	Course Start Time:	Course End Time:
Course Location:		
City	State	Zip

If additional dates are available please copy this page as needed.



# Iowa Plumbing & Mechanical Systems Board

## Continuing Education Guidelines for Licensees

Iowa law requires members of every licensed or regulated profession to obtain continuing education as a condition of license renewal. (See Iowa Code chapter 272C and Iowa Code section 105.20) For each plumbing and mechanical systems board license, the basic requirement is at least 8 hours of classroom instruction during each three-year licensing renewal period. For a course to be valid for continuing education, both the instructor and the course must be pre-approved by the board. Please see the information below for additional details concerning continuing education requirements.

### Hours Required

<p><b>Single License –</b> Plumbing, HVAC/R, Hydronics, Sheet Metal, Mechanical, or Specialty</p>	<p>2 hours safety (Iowa Occupational Health &amp; Safety) 2 hours code (applicable plumbing or mechanical code) 4 hours discipline (must be in current license discipline only) <b>8 TOTAL HOURS</b></p>
<p><b>Multiple Mechanical Licenses (If not combined into a single license) –</b> Combination of 2 or more licenses in the mechanical trades of HVAC/R, sheet metal, &amp; hydronic systems</p>	<p>4 hours safety (Iowa Occupational Health &amp; Safety) 2 hours mechanical code 8 hours discipline (from one or any combination of discipline licenses held) <b>14 TOTAL HOURS</b></p>
<p><b>Multiple Licenses - Plumbing &amp; Mechanical</b> Combination of 1 plumbing license and 1 or more mechanical licenses</p>	<p>4 hours safety (Iowa Occupational Health &amp; Safety) 2 hours mechanical code 2 hours plumbing code 8 hours discipline (from one or any combination of discipline licenses held) <b>16 TOTAL HOURS</b></p>

### Online Courses

Up to half of the total hours required can be completed through online courses that have been prior-approved by the board. See the training calendar link on the board-website for a list of these courses.

### Mechanical & Specialty Licenses

- Mechanical trades include HVAC/refrigeration, sheet metal, and hydronic systems. If you have combined a separate HVAC/R license and hydronics license into a single mechanical license, then you only need 8 hours of continuing education for that single license. If you have not combined the licenses, you would need 14 hours of continuing education to renew both licenses. If you also have a plumbing license, you would the maximum number of hours, which is 16.
- Disconnect/reconnect specialty licensees – follow requirements for plumbing license;
- Hearth Systems specialty licensees – follow requirements for mechanical license;
- Service Tech HVAC specialty licensees – follow requirements for mechanical license (HVAC trade);
- Private school or college maintenance specialty licensees – Considered a sublicense of whatever discipline(s) in which the licensee actually practices.

No continuing education hours are required for apprentice licenses or medical gas piping certification. Persons with a medical gas certification must ensure they maintain current certification and must maintain brazer qualification.

## Exemptions & Extensions

A licensee shall be exempt from the continuing education requirements for the following reasons:

- For the first renewal of a person who was licensed as an apprentice in Iowa and successfully passed the examination and became licensed as a journeyman in Iowa;
- For periods the licensee served honorably on active duty in the military;
- For periods the licensee resided in another state or district having continuing education requirements for the discipline and the licensee met all requirements of that state or district;
- For periods the licensee was a government employee working in the licensee's specialty and assigned to duty outside the United States; and
- For periods the licensee was absent from the state but engaged in active practice under circumstances approved by the board.
- Obtained a specialty, journeyman, or master license with less than one year remaining in the continuing education compliance period (applicable for new licenses only – does not apply to late renewal or reinstatement of a lapsed license). This exemption shall apply only to the licensee's first renewal of that license and only to each license that was issued with less than one year remaining in the continuing education compliance period.

Licensees may also apply for a permissive full or partial exemption for individual cases of exceptional hardship or extenuating circumstances, such as a physical or mental disability or illness. Documentation is required and additional conditions may be imposed. Board rules state that permissive exemptions shall only be granted in the most exceptional and extraordinary of circumstances.

The board may also, in individual cases involving hardship or extenuating circumstances, grant an extension of time within which to fulfill the minimum continuing education requirements. There must be documented circumstances beyond the control of the licensee which prevent attendance at required activities. All requests must be made prior to the license expiration date.

## Reporting Continuing Education

Continuing education is reported at the time of license renewal. The renewal application requires licensees to enter the board-approved course number, course name, and course date for all classes. You must also indicate the course topic (e.g. safety, code, HVAC, etc.) and the number of hours awarded. This information can be found on the certificate of attendance that was provided to you at the end of each course. **It is very important that you maintain a file of all continuing education courses attended.** The board does not maintain individual files for every licensee listing the courses you took – we CANNOT tell you what courses you took. You must ask the course instructor or sponsor for this information. While instructors do submit rosters to our office, these rosters are used to audit and verify attendance for courses and hours self-reported by you at the time of license renewal. If you lose copies of your proof of attendance certifications, you should contact the course sponsor/instructor.

## Finding Courses

Visit the "Training" link on our website to find a list of upcoming courses and a link to approved online courses. Be advised that not all instructors or course sponsors choose to list their courses on our training calendar, so other courses may be available in your area. You should contact your closest community college, trade union or association, or other local instructor to find out if other courses may be available. You will need to contact the course sponsor for information on course registration, meeting times and locations, obtaining proof of attendance, and the number of hours awarded.