



CONTINUING EDUCATION

1. AUTHORITY AND SCOPE

Pursuant to Miss. Code Ann. §73-59-11, continuing education is required for residential licenses issued on or after July 1, 2015. The Board adopts the rules and regulations for continuing education set forth herein.

2. DEFINITIONS

a. Continuing Education Committee: The continuing education committee shall be composed of three (3) members of the Standing Committee on Residential Builders and Remodelers and at least one (1) of those three (3) members must serve on the Mississippi State Board of Contractors. The continuing education committee shall have the power to make recommendations to the Mississippi State Board of Contractors regarding all matters related to continuing education for residential license holders.

b. Continuing Education Course: A continuing education course is a training program that complies with the procedures, standards and minimum requirements established for continuing education and has been approved by the board.

c. Continuing Education Credit: A continuing education credit is equal to a 50 minute credit hour of instruction.

d. Continuing Education Instructor: A continuing education instructor is an individual that complies with the procedures, standards and minimum requirements established for continuing education and who has submitted a training program to MSBOC for continuing education credit review and been approved by the board.

e. Continuing Education Provider: A continuing education provider is an institution or organization that complies with the procedures, standards and minimum requirements established for continuing education and who has submitted a training program to MSBOC for continuing education credit review and been approved by the board.

3. CONTINUING EDUCATION COMMITTEE

The Board may form a Continuing Education Committee which will review, assess, approve, or deny applications for educational providers, instructors and courses according to the general standards and minimum requirement set forth herein and within the board's and committee's discretion. The committee shall consist of three (3) members of the Standing Committee on Residential Builders and Remodelers and at least one (1) of those three (3) members must serve on the Mississippi State Board of Contractors. Members will meet prior to the regularly scheduled board meetings or as often as necessary. Decisions and/or recommendations of the

committee will be presented to the full board at scheduled board meetings for final approval or denial of a provider, instructor, course or related education issue.

4. REQUIREMENTS FOR RESIDENTIAL LICENSE HOLDERS

Two (2) credit hours of continuing education taught by a board approved provider or instructor must be obtained each year in order to maintain a residential license pursuant to Miss. Code Ann. §73-59-11. The continuing education requirement applies to all residential licenses issued on or after July 1, 2015.

Since individual needs vary, each individual must exercise judgment in selecting courses that will advance that individual's knowledge. The Board will not mandate the specific courses to be taken by licensed contractors, unless continuing education has been ordered by the board as a result of a disciplinary hearing.

Credit shall be granted upon completion of an entire course. No credit shall be given for courses attended prior to becoming a licensed contractor with MSBOC.

To fulfill the continuing education requirements:

a. Residential License Holders: Each qualifying party for a residential license must complete two (2) credit hours of instruction taught by a board approved provider or instructor. In order to renew a license, proof of compliance with the continuing education requirement must be submitted by each qualifying party.

b. Board Members: Service on the Mississippi State Board of Contractors or Mississippi State Board of Contractors Standing Committee on Residential Builders and Remodelers will satisfy the two (2) hour continuing education requirement, so long as the Board member or Standing Committee member remains in good standing with the Board and maintains the proper licensing requirements during his or her term of appointment.

c. Continuing Education Instructor: Board approved continuing education instructors may use their course instruction to satisfy the continuing education requirement. Instructors must provide the Board with evidence of what Board approved courses he or she taught, when course(s) were taught, and how many credit hours were taught. Instructors will receive credit for each particular course only once.

5. REPORTING PROCEDURES; FAILURE TO COMPLY; REINSTATEMENT

a. The license holder is responsible for demonstrating compliance with and completion of the continuing education requirement. Proof of having completed two (2) credit hours of continuing education must be submitted each year with the renewal application. Providing false or fraudulent information or documentation to the Board will result in disciplinary action including assessment of fines and action taken against the license. No carryover of continuing education hours from one licensure period to another shall be allowed.

b. License holders who are not able to demonstrate compliance with the continuing education requirement will not be allowed to renew their license.

6. WAIVER OF CONTINUING EDUCATION REQUIREMENT

The continuing education requirement shall be waived for residential licenses on inactive status; however, an inactive residential license holder must show proof of having completed two (2) credit hours of continuing education prior to returning to active status. Additionally, the board may defer or waive some or all of the continuing education requirements in the event of a state of emergency declared by the Governor or for good cause shown by the license holder.

7. SOURCES OF CONTINUING EDUCATION

A list of approved continuing education providers, instructors and courses will be maintained on the Mississippi State Board of Contractors website at www.ms boc.us.

8. REQUESTS FOR NON-TRADITIONAL APPROVAL

Licensee holders seeking credit for non-traditional continuing education must complete the appropriate request form and submit it with the required fee to the board for review and approval. It is entirely within the Board's discretion whether or not a non-traditional approval request is granted.

9. REQUIREMENTS FOR PROVIDERS AND INSTRUCTORS

a. Institutions, organizations and individuals wishing to become an approved provider or instructor must submit the required application(s) to the board for review. The board's continuing education committee will review the application and make its recommendation to the Board to approve or deny the application or request additional information from the applicant. The applicant will be informed in writing of the board's decision. Only those institutions, organizations, and individuals that meet or exceed the established standards and minimum requirements will be approved to award continuing education credit.

b. The board may require prior teaching experience. Teaching experience may be either formal or informal. A college degree may or may not be required depending upon the course being taught. In lieu of a college degree, the board may accept proof of competency such as appropriate certification related to the area of specialty.

c. All continuing education applications submitted to the board for review must be received by the Board at least 30 days prior to the next regularly scheduled Board meeting. The Board meets quarterly on the second Wednesday in January, the second Wednesday in April, the second Wednesday in July and the second Wednesday in October.

c. All fees established by the board must be submitted with an application in order for the application to be processed. Fees are non-refundable and no part of any fee shall be returned.

d. Upon approval of an application, each approved provider or instructor shall agree to conduct courses in accordance with the board requirements and shall indicate agreement by signing a continuing education provider/instructor agreement form provided by the board.

e. The board may request that a provider or instructor reapply for approval if the provider or instructor has not held any classes for continuing education credit or submitted a roster to the board for a period of 2 years. The provider or instructor will be required to submit a new application along with all appropriate fees to the board for approval prior to holding a class for continuing education credit.

10. REVOCATION OF APPROVAL

The Board shall have the authority to monitor approved courses, providers and/or instructors to determine whether they are in compliance with the terms of the agreement and the rules and regulations of the Board. The Board may suspend, revoke or terminate the agreement with any approved continuing education provider or instructor if the Board determines that either has failed to comply with the terms of the agreement or the rules and regulations of the Board.

11. VIOLATION FOR OPERATING AS A NON-APPROVED PROVIDER:

Any institution, organization or individual who acts as a provider or instructor of continuing education without being properly certified or who provides the Board with falsified information or documentation may be subject to having their provider or instructor status revoked and/or prevented from obtaining future approval as a provider or instructor. A provider or instructor with a revoked status may petition the Board for reinstatement; such petition must be accompanied by a filing fee as determined by the Board.



CONTINUING EDUCATION STANDARDS AND MINIMUM REQUIREMENTS

The Mississippi State Board of Contractors adopts by rule the following standards and minimum requirements for continuing education. Only those institutions, organizations or individuals that meet or exceed the following standards and minimum requirements will be approved to offer continuing education courses to license holders for continuing education credit.

1. FACILITIES

- a. Instructional facilities must be adequate to effectively teach the course content. Classrooms or instructional areas must be adequately lighted, heated/cooled, void of distractions as much as possible, and properly equipped with the necessary tools to enhance learning. Classrooms or instructional areas must provide adequate seating to accommodate all participants. When applicable, reasonable accommodations must be made for persons with disabilities in accordance with the Americans with Disabilities Act.

- b. When instruction is conducted in a shop or laboratory, the laboratory or shop areas must be properly and safely maintained and safety equipment such as safety glasses must be provided to all participants. Laboratory or shop areas should be adequately equipped with training equipment, mock-ups, or other live work projects relative to the course content.

- c. Restroom facilities should be easily accessible and must accommodate both male and female participants.

- d. Courses provided via self-study or other distance learning means must provide a detailed outline describing the learning environment.

2. PROVIDERS AND INSTRUCTORS

- a. To qualify as an approved continuing education provider or instructor the following minimum requirements must be met:
 - (1) Only courses approved by the board and presented by approved providers or instructors shall be approved for continuing education credit.
 - (2) Each provider or instructor shall maintain and submit to the board a list of attendees, including the attendee's name, last four digits of attendee's social security number, and the name as reflected on the certificate of licensure on the board's prescribed roster.
 - (3) The provider or instructor shall provide each attendee with a certificate of completion within thirty (30) days after completion of the approved course.

(4) Upon approval of the application, each provider or instructor shall agree to conduct courses in accordance with the board requirements and shall indicate agreement by signing a continuing education provider/instructor agreement form provided by the Board.

b. Each provider or instructor shall submit an application along with the appropriate fee to the board. Each provider or instructor application shall include:

- (1) Name of the provider or instructor;
- (2) Contact information including physical address, telephone number, and email address;
- (3) Brief narrative describing the physical facility or facilities where course will be taught;
- (4) Type of instruction (on-line, instructor led or both);
- (5) Statement describing the area of specialty and prior teaching experience of the provider or instructor.
- (6) List and description of courses intended to offer including relevance to the construction industry.

c. A provider or instructors shall be considered for approval if they satisfy at least one of the following:

- (1) A “qualified individual” based on license classification and proven teaching experience;
- (2) A “qualified code enforcement official” with proven teaching experience;
- (3) Found by the Board to have professional or trade experience or other special qualifications qualifying him or her to teach continuing education courses.

d. Approved providers and instructors who advertise courses for continuing education credit must state on the advertisement as follows:

“This course, (title of course), has been approved by the Mississippi State Board of Contractors for ___ hours of continuing education credit.”

3. COURSE/PLAN OF INSTRUCTION

a. An application must be submitted to the board for approval for each continuing education course offered by an approved provider or instructor. The application shall include the following:

- (1) Provider or Instructor’s Name
- (2) Provider or Instructor’s address and phone numbers
- (3) Course syllabus containing:
 - a. Course title
 - b. Course description
 - c. Anticipated outcomes
 - d. List of resource materials or textbooks
 - e. Length of course
- (4) Contact Hours

b. The content of continuing education courses must be related to the vocation of construction and must be designed to meet one of the following goals:

- (1) Allow the license holder to enhance his or her knowledge and skills.
- (2) Provide opportunities for interdisciplinary learning.
- (3) Extend limit of profession capabilities and opportunities.
- (4) Facilitate personal contributions to the advancement of the profession.

c. Areas of instruction may include but are not limited to: building or residential construction codes and standards; construction safety, government regulations; land use, development, planning and zoning; estimating; business principles and practices; or contracts.

- d. Courses submitted for the intent of advertising or promoting products will not be accepted. Specialized training on brand specific equipment will be considered only if all licensed contractors are allowed to attend and participate and the intent of the course is not promotional in nature.
- e. Credits for continuing education will be awarded only for courses that have been approved by the board and taught by providers or instructors approved by the board prior to offering the course for continuing education credit.
- f. All courses shall be awarded credit based on a 50 minute credit hour of instruction.



For MSBOC Official Use Only
\$25.00 Fee Received: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order
Date Received Stamped Here:

CONTINUING EDUCATION REQUEST FOR NON TRADITIONAL APPROVAL

For prompt evaluation and credit determination, this form must be completed in its entirety. A separate form must be submitted for EACH course.

Contractor Name: _____ License No. _____

Name as it appears on license: _____

Address: _____
Street City State Zip

Telephone: _____ Email: _____

CONTINUING EDUCATION COURSE DESCRIPTION:

Class Title: _____

Location: _____

Instructor: _____

Date(s) Class Taken: _____ Continuing Education Hours: _____

Additional Information: _____

You must include a copy of all the following information in order to have this request reviewed for approval:

- Program, brochure or other information which provides a description of the course.
- Instructor's credentials or resume.
- Proof that you attended the course.

The completed form and required information should be forwarded to:

Mississippi State Board of Contractors
Post Office Box 320279
Jackson, Mississippi 39232
Ph: (601) 354-6161 Fx: (601) 354-6715
Toll Free: (800) 880-6161



AGREEMENT TO PROVIDE CONTINUING EDUCATION

Provider/Instructor agrees to conduct courses in accordance with the Board requirements;

Provider/Instructor agrees and understands that in order for a licensed contractor to receive the proper continuing education credit all courses must be approved by the Board **prior** to offering the course;

Provider/Instructor understands that credit for an approved course will not be granted to the attendee until completion of the entire course; and that credit shall not be awarded for courses attended prior to becoming a licensed contractor;

Provider/Instructor agrees to provide each attendee with a certificate of attendance to be completed by the attendee and submitted by the attendee to MSBOC to demonstrate compliance with the continuing education requirement;

Provider/Instructor agrees to maintain and submit to the Board a list of attendees, last 4 digits of attendee's social security, and attendee's MSBOC license number on the Board's prescribed roster;

Provider/Instructor agrees to distribute course evaluations to attendees and submit completed evaluation to the Board within fourteen (14) days of course completion.

Provider/Instructor understands and agrees that in order to advertise a course for continuing education credit the provider must state on the advertisement as follows:

"This course, (title of course), has been approved by the Mississippi State Board of Contractors for ___ hours of continuing education credit."

Provider/Instructor agrees and understands that the Board has the authority to monitor approved courses to determine whether the provider/instructor are complying with the terms of the agreement and the rules and regulations of the Board;

Provider/Instructor agrees and understands that the Board may suspend, revoke or terminate the agreement with any approved continuing education provider/instructor, if the Board determines that either has failed to comply with the terms of this agreement or the rules and regulations of the Board.

Name of Provider/Instructor

Executive Director
Mississippi State Board of Contractors

Authorized Signature

Date

Date

COURSE EVALUATION

The Mississippi State Board of Contractors requests your participation in this evaluation process. All answers will contribute to the improvement of the quality of continuing education. ALL EVALUATIONS WILL BE KEPT ANONYMOUS.

Please mark your response in the space provided, i.e., "Strongly Agree", "Agree" or Disagree"

1. The instructor began class on time.
Strongly Agree _____ Agree _____ Disagree _____
2. The instructor was organized and prepared for class.
Strongly Agree _____ Agree _____ Disagree _____
3. The instructor demonstrated adequate knowledge of the subject matter.
Strongly Agree _____ Agree _____ Disagree _____
4. The instructor presented material clearly.
Strongly Agree _____ Agree _____ Disagree _____
5. The instructor encouraged questions and comments from participants.
Strongly Agree _____ Agree _____ Disagree _____
6. The instructor demonstrated a positive attitude toward the subejct.
Strongly Agree _____ Agree _____ Disagree _____
7. This course proved to be beneficial to me as a contractor.
Strongly Agree _____ Agree _____ Disagree _____
8. All instructional material and/or equipment for the course were adequate.
Strongly Agree _____ Agree _____ Disagree _____
9. The classroom/lab environment was safe and clean.
Strongly Agree _____ Agree _____ Disagree _____
10. Would you recommend this continuing education class to others?
Strongly Agree _____ Agree _____ Disagree _____

USE THIS SPACE TO PROVIDE ADDITIONAL COMMENTS

THANK YOU FOR YOUR PARTICIPATION

CERTIFIED ATTENDANCE ROSTER

Course Title: _____

Course Hours: _____ Date(s) Offered: _____

Instructor Name: _____ Provider (if applicable): _____

	PRINT NAME	LAST 4 DIGITS OF SSN	MSBOC LICENSE #
1.			
2.			
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20.			

This class roster must be submitted to the Board's office within fourteen (14) days of course completion.

Send Roster to:
Mississippi State Board of Contractors
ATTN: Continuing Education
Post Office Box 320279
Jackson, Mississippi 39232
FX: (601) 354-6175
EMAIL: continuinged@msboc.us