
MEMORANDUM

TO: Sam Barber, Customer Assistance Department

FROM: To Whom It May Concern

DATE: January 1, 2010

SUBJECT: Continuing Education Criteria For Mechanical Contractor and Trade License Renewals

In accordance with Section 7-484 and Section 7-513 (a), the following are the minimum course and education program requirements for the calendar year 2010 provided by governmental entities, trade associations, contractor education providers, and other on the codes adopted by the city which satisfy the continuing education requirements for the contractor and trades licenses.

Mechanical Trade & Contractor License:

- 1) Any training offered in the International Mechanical Code, International Fuel Gas Code and/or International Residential Code as applicable pursuant to Mechanical Code as promulgated under section 7-217 of the Code of Ordinances, City of St. Joseph, Missouri, emphasizing revisions of the code
- 2) Any manufacturer provided training in the installation of equipment and parts.
- 3) Any OSHA or Safety training offered by a trained technician when related to the mechanical trade.
- 4) Any business related training offered by a trained party or offered via correspondence when related to proper operation and management of a business or business entity.

Required documentation:

- 1) Completion certificate for the course taken to include:
 - (a) Title of the course.
 - (b) Duration of the course.
 - (c) Instructor's printed name.
 - (d) Instructor's signature.
 - (e) Date course administered.
 - (f) Attendee's name.
 - (g) Location where training was administered.
 - (h) Sponsoring entity.
- 2) Sixty minutes shall constitute one instructional hour.

Verification of Credit.

- 1) The Course Provider shall verify the total number of continuing education hours completed by each attendee.
- 2) Continuing education providers shall require attendees to present a photo I.D. prior to the attendee signing the sign-in sheet. Sign-in sheets shall include the name of each licensee in attendance.
- 3) Providers shall maintain copies of all sign-in sheets for a period of two (2) years following the conclusion of the course.

Administrative Processing.

- 1) The Customer Assistance Director, or his/her designee, may refuse to accept any Continuing Education application for approval if the supporting documentation is insufficient or incomplete. The Customer Assistance Director, or his/her designee, may deny or revoke approval of an application for any of the following reasons.
 - (a) Failure to comply with the continuing education provisions.
 - (b) Inadequate application or supporting documentation.
- 2) The Mechanical Standards and Appeals Board may, at any time, re-evaluate and grant or revoke approval of a Continuing Education application.
 - (a) The Committee may, at any time, review courses for quality of instruction. The Committee may also investigate complaints regarding approved courses. The Committee may then take appropriate action, up to and including revocation of authority to provide CE courses.
 - (b) A provider's failure to comply with any continuing education rule constitutes grounds for disciplinary action, up to and including revocation of authority to provide CE, against the provider or for denial of future applications for course work.
- 3) The Mechanical Standards and Appeals Board will notify the provider, in writing, of any concerns or changes in status.
- 4) Any applicant who is denied approval of a course may appeal such a decision to the Mechanical Standards and Appeals Board as outlined under section 7-453 of the St. Joseph Code of Ordinances.

Correspondence and Online Courses.

- 1) Applications, approvals and rejections, and appeals of all correspondence and online courses shall be the same as for classroom-based courses.
- 2) Correspondence courses shall be required to comply with all requirements of continuous education courses, except sign-in sheets.
- 3) Providers of an on-line course shall submit verification of eight (8) hours of real time on-line instruction or any fraction thereof.
- 4) Course providers shall provide a student with a document of completion which certifies completion of approved correspondence course.

Alternate Credit Method.

- 1) Credit may be earned through teaching an approved continuing education course. The Customer Assistance Director may award up to eight hours of CE credit, not to exceed the number of approved hours for that CE course.
- 2) Provide sign in sheet for course provided, course description, course syllabus and sponsor.

Please contact the Customer Assistance Center in room 106 of City Hall or call (816) 271-4751 if you have any questions or concerns.