



**OKLAHOMA CONSTRUCTION INDUSTRIES BOARD**  
**REQUEST FOR**  
**CONTINUING EDUCATION APPROVAL**  
**FOR PLUMBING, ELECTRICAL, MECHANICAL, INSPECTOR AND**  
**ROOFING EXAMINERS COMMITTEES**

- *REQUEST SHOULD BE FILED WITH THE APPROPRIATE COMMITTEE(S) IN TIME TO PERMIT INCLUSION OF CEU INFORMATION ON THE COMMITTEE(S) AGENDA.*
- *PLEASE ATTACH FOR EACH TRADE TARGETED A COPY OF:*
  - **THE AGENDA,**
  - **COURSE CURRICULUM, AND**
  - **INSTRUCTOR BIOGRAPHY OR RESUME.**
- **NOTE: IF THE APPLICATION IS INCOMPLETE OR ABOVE ITEMS ARE NOT INCLUDED, THE REQUEST WILL BE RETURNED.**

TITLE OF COURSE: \_\_\_\_\_

COURSE PROVIDER: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

HAS THIS COURSE BEEN PREVIOUSLY APPROVED BY COMMITTEE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT WAS THE CIB ASSIGNED COURSE NUMBER? \_\_\_\_\_

WHAT WAS THE DATE OF THAT COURSE? \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

TARGET AUDIENCE: \_\_\_\_\_

*(Specify Plumbing, Electrical, Mechanical, Inspector, Roofing, or a combination thereof)*

INSTRUCTOR NAME: \_\_\_\_\_

*(PLEASE ATTACH RESUME with credentials, background & experience relating to trade)*

TOTAL HOURS OF INSTRUCTION: \_\_\_\_\_ COURSE CAPACITY \_\_\_\_\_

COST: *(Please provide advance notice if cost changes)* \_\_\_\_\_

COURSE DATES: \_\_\_\_\_ COURSE HOURS: \_\_\_\_\_

*(Please notify the Construction Industries Board of any cancellations)*

*(Start and Ending Times)*

COURSE LOCATION: \_\_\_\_\_

Facility Name AND Room Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TO BE COMPLETED BY THE CONSTRUCTION INDUSTRIES BOARD:**

COMMITTEE NAME: \_\_\_\_\_

CEU'S APPROVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE IDENTIFICATION NUMBER: \_\_\_\_\_

Submit to: Oklahoma Construction Industries Board  
2401 N.W. 23<sup>rd</sup>, Suite 2F  
Oklahoma City, OK 73107  
Office: (405) 521-6550 Fax: (405) 521-6525

## **APPROVAL REQUIREMENTS FOR CONTINUING EDUCATION**

### (Plumbing, Mechanical, Electrical, Inspectors, and Commercial Roofers)

**NOTE:** This page is provided for informational purposes only. Approval of continuing education applications is based upon statutory and administrative rule requirements. Please see the applicable trade statute and rules for further details.

1. Presented material shall pertain to course subjects approved by the respective trade committee(s).
2. Six (6) hours of continuing education are required every 36 months for Electrical, Plumbing and Mechanical trades.
3. Building construction inspectors are required to complete six (6) hours of continuing education every year for each classification in which they hold a license.
4. The qualifying party holding a Roofing Commercial Endorsement is required to complete four (4) hours of continuing education every 36 months.
5. Continuing education unit requests shall be submitted to the appropriate trade committee at least one (1) week prior to the committee meeting date for placement on the committee agenda. Failure to comply will postpone consideration of approval of the course until the next committee date. All requests shall include:
  - a. Completed continuing education application form for each date or set of dates that constitute one class. Each class must be included on a different form.
  - b. An agenda and course curriculum that provides sufficient information regarding the beginning and ending of actual instruction times, sign-in times, breaks, lunches and evaluation time and the program objectives detailing the material to be presented in the course.
  - c. A brief summary of qualifications for each instructor.
6. Continuing education classes shall be at least two (2) credit hours in length.
7. For Electrical continuing education, sixty (60) minutes of actual classroom instruction constitutes one (1) instructional hour (360 minutes for a six (6) hour course). This does not include: sign-ins, introductions, breaks, lunches, evaluations, etc. For Plumbing, Mechanical, Inspector and Roofing continuing education, a credit hour is at least fifty (50) minutes of actual classroom instruction with a ten (10) minute break (300 minutes of actual classroom instruction for a six (6) hour course or 200 minutes of actual classroom instruction for a four (4) hour course).
8. Continuing education courses shall not be conducted in the licensee's regular work place during normal business hours.
9. The sponsoring group shall be responsible for verification of attendance and shall submit sign-in sheets to the committee. For, Electrical, Plumbing, Mechanical and Roofing classes, the sponsoring group shall require a photo I.D. prior to sign-in. For Inspector classes, the sign-in sheets shall include the signature and state inspector license number of each person in attendance. For Roofing classes, the sign-in sheets shall include the signature and registration number of each person in attendance.
10. Any deviation from a committee approved agenda or change in instructors shall be approved prior to the presentation. Deviations identified during the seminar presentation shall be provided to the CIB within seven to ten days of the presentation for committee consideration and appropriate action.
11. Committees shall be advised of any course cancellations.