



Department of Commerce

Division of Industrial Compliance &
Labor
John R. Kasich, Governor
David Goodman, Director

NEW CONTINUING EDUCATION COURSE APPROVAL REQUIRED

DATE: AUGUST 29, 2011

TO: CONTINUING EDUCATION COURSE SPONSORS

FROM: REGINA HANSHAW, EXECUTIVE SECRETARY

RE: EXPIRATION OF CURRENT COURSE APPROVALS/
ANNUAL COURSE APPROVAL PROCEDURES

Expiration of Current Course Approvals:

The updates to the Ohio Building, Plumbing, and Mechanical Codes take effect on November 1, 2011. **All previous continuing education course approvals based on the 2007 edition of these codes expire on November 1, 2011.** If you intend to teach a previously approved course with the prefix "BBS2007" after November 1, 2011 on these codes, the content and/or code references will need to be updated to reflect the new codes and resubmitted for a course approval.

New Procedures for Annual Course Approval:

The Board is changing its procedures for approving continuing education courses and will issue course approvals based on the calendar year rather than code cycle. For instance, a course scheduled to be taught in 2012 will need a course approval from the Board with a prefix "BBS2012" for attendees to get credit. Such approval will expire on December 31, 2012. If the course is then scheduled to be taught again in 2013, you would then need to submit an application requesting an update. Once this request is processed, you would receive an approval with a prefix "BBS2013," and so on for each subsequent year. Once course content is approved by the Board, any application for a course update will be processed administratively by Staff as long as the content has not changed. *This will enable you to update your course and receive a new course number more quickly and at any time so long as the content has not changed.*

Beginning at its September 16, 2011 meeting, the Board will issue approval numbers with the prefix "BBS2012" for courses scheduled to be taught after November 1, 2011 on the new commercial codes and after January 1, 2012 on the Residential Code of Ohio. These approvals will be good until the end of 2012.

If you have already updated your course to reflect the new Ohio Building, Plumbing, and Mechanical Codes and received approval with prefix "BBS2007" and intend on teaching the course in 2012, you must still resubmit for a course update. If the course content has not changed, your request for an update will be processed administratively and you will receive a course approval number with prefix "BBS2012" which will be good until the end of 2012.

The updates to the Residential Code of Ohio are still under review, so there is no scheduled effective date. **If you intend to teach a previously approved course with an approval number with prefix “BBS2007” on Residential Code of Ohio content in 2012, you must still resubmit for a course update.** If the course content has not changed, your request for an update will be processed administratively and you will receive a course approval number with prefix “BBS2012” which will be good until the end of 2012.

We are currently in the process of revising our continuing education course application to reflect these new procedures. In the meantime, please contact us with any questions you may have. **Please do not wait until the last minute to submit your course applications for update.** You can submit your applications via email or fax at the following:

vwilliams@com.state.oh.us or 614-644-3147.