

# **BUILDING CODE ADMINISTRATORS & INSPECTORS BOARD**

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **FOR BUILDING CODE CONTINUING EDUCATION**

#### **1. What are the continuing education requirements for building code licensees?**

Prior to the end of each renewal period, all building code licensees are required to complete a minimum of 14 hours of continuing education courses in either classroom or interactive distance learning hours, which must include a minimum of two hours of accessibility, two hours of Florida laws and rules, and one hour of ethics.

#### **2. I was recently issued a license. How much continuing education am I required to complete before I renew my license?**

Individuals originally licensed when there is one-half or less of their initial licensure period remaining prior to renewal, are not required to complete any continuing education for that first renewal cycle. Individuals originally licensed when there is **over one-half** of their initial licensure period remaining are required to complete seven hours of continuing education, **which must include one hour of accessibility.**

#### **3. I completed a course approved by the Construction Industry Licensing Board. Can I use the completion of this course toward my building code license?**

Yes. The Building Code Administrators and Inspectors Board will accept credit toward renewal of your license for courses completed which have been approved by the following boards: Building Code Administrators and Inspectors, Construction Industry Licensing Board, Electrical Contractors' Licensing Board and the Board of Architecture and Interior Design.

#### **4. How will the department know to use the course I completed which was approved by the Construction Industry Licensing Board to count toward renewal of my building code license?**

Course providers are required to electronically submit proof of course completion information to the department either within 30 days or prior to the end of the renewal cycle, whichever happens first. **Licensees should supply the provider with all of their license numbers to ensure proper receipt of credit for all licenses.** However, courses offered by Board of Architecture and Interior Design providers **will not** be reflected in our licensing system as those providers are exempted from electronically reporting courses to the department. **Architecture and Interior Design course completion certificates must be directly submitted to the department for manual entry in our licensing system.** You may verify that your continuing education credits are being properly posted by logging-on to your secure personal account at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

#### **5. I received a letter indicating that I have a continuing education deficiency. What should I do?**

Continuing education courses must be completed prior to the end of each renewal cycle in order to renew your license. All licensees are required to complete 14 hours of board approved

continuing education prior to the end of each renewal cycle. If you do not complete your required continuing education for the renewal cycle, **you will not be allowed to renew your license.**

**6. When did the board start requiring continuing education? Is this something new?**

No, the continuing education requirement is not new. The law requiring 100 percent compliance monitoring of continuing education was enacted in November 2001.

**7. How much time do I have to complete continuing education courses and how much do I have to take?**

Continuing education courses must be completed prior to the end of each renewal cycle and before a licensee can renew their license. Licensees are required to complete 14 hours of board approved continuing education prior to the end of each renewal cycle.

**8. How can I obtain a list of approved continuing education providers?**

You may obtain a list of approved continuing education providers on the department's website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) > Our Businesses & Professions > Building Code Administrators and Inspectors and then scroll down to the bottom of the page. Another search by course is available via [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com). In addition, you may contact the Customer Contact Center at 850.487.1395 and a representative can mail you a list of approved continuing education providers.

**9. How can I check to see how many continuing education hours I have completed for the current renewal cycle?**

You may view your continuing education credit history online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com). If you are unable to access your account, please contact the Customer Contact Center at 850.487.1395 and a representative can assist you with activation/reactivation of your account.

**10. I am positive I took my continuing education course(s) for this renewal cycle. What should I do?**

You should contact the course provider(s) to verify that they properly reported your continuing education credits. Please ensure that you have your correct license number(s) to furnish to the continuing education provider for verification purposes. If the provider is unable to report, please mail a copy of your course completion certificate(s) to the department's Bureau of Education and Testing at 1940 North Monroe Street, Tallahassee, Florida, 32399-1046.

**11. On your website, I only see some of the courses that I have completed for the current renewal cycle. What should I do?**

You should contact the course(s) provider to verify the proper reporting of your course(s). If the provider indicates they have properly reported your continuing education credit(s) and our records still reflect deficiencies, you may mail a copy of the course completion certificate(s) to the department's Bureau of Education and Testing at 1940 North Monroe Street, Tallahassee, Florida, 32399-1046.

**12. My license is inactive. Do I need to take continuing education to renew?**

No. When you decide to reactivate your license, however, you will be required to take 14 hours of continuing education for each renewal cycle you were inactive. For example, if you placed your license in an inactive status in June 2001 and you decided to reactivate on January 27, 2006, you would be required to take 14 hours for the renewal periods ending November 2001, November 2003, and November 2005, for a total of 42 hours.