



Course Approval Requirements

General Information

Continuing education courses for plumbers must cover technical aspects of the plumbing trade. Courses related to business, management, supervision, personal computer skills or first aid, will not be approved. Courses will be approved as either code update or industry related based on the criteria as defined in this section.

Any Uniform Plumbing Code or industry related courses from IAPMO, ICC, or the Division of Building safety (DBS); given by an IAPMO, ICC or DBS approved instructor(s) will be accepted without pre-approval.

Time spent attending plumbing board meetings and other board activities are eligible for CEU credit for all licensees, up to 50% of the required CEUs in a license cycle. Two (2) hours of code related credit will be given per board meeting.

Anyone holding a current position in the following areas will not be required to meet the 4 (four) hour code update requirements; plumbing apprentice instructors and city/State inspectors.

General Course Requirements

1. All class rosters must be submitted to CEBroker.
2. Code update courses must be at least two (2) hours in length.
3. Industry related courses must be at least one (1) hour in length.
3. Courses must be taught by an instructor approved by the Division.
4. The presentation should be delivered orally and supplemented with appropriate visual media. Pre-taped video or audio shall be held to a minimum.
5. All programs are subject to audit by representatives of the Division or the Idaho Plumbing Board for content and quality without notice and at no charge. Course and instructor approval are subject to revocation if the minimum requirements of course content or instructor qualification are not maintained.
6. Credit will not be given to a licensee who attended a course prior to that course being approved by the Division.



Code Update Programs

Code update programs must cover the current adopted Idaho State Plumbing Code or the Uniform Plumbing Code.

Industry Related Programs. Industry related programs shall be technical in nature and directly related to the plumbing industry.

Program and Instructor Approval Procedures

1. Program approvals shall be effective for one (1) national code cycle. Subsequent applications for the same program may incorporate by reference all or part of the original application.

2. All course and instructor applications must be submitted to CEBroker at <https://cebroker.com/>. Applications sent directly to DBS shall not be approved.

The application shall include:

1. The title and general description of the program
2. The name of the sponsor as it will appear on the completion certificate
3. The address and contact person for the sponsor
4. The names of the instructors and dates of approval by the Division of Building Safety or completed applications for the instructors
5. The hours of instruction to be presented – correspondence or on-line computer-based courses must provide a minimum of twenty (20) questions to be answered by the student for each hour of credit requested for approval. For example four (4) hours of credit would require eighty (80) questions; eight (8) hours of credit would require one hundred and sixty (160) questions
6. An outline of the program
7. The cost of the program to the participant
8. A schedule of classes, including locations, dates and times
9. A list or sample of materials to be used in the program



10. A copy of the quiz to be given to participants, if applicable
11. A copy of the completion certificate

Certificates of Completion

Certificates of completion must include the following:

1. The date of the program
2. The title of the program
3. The location of the program
4. The name of the sponsor
5. The number of hours of credit completed
6. The name of the attendee
7. The license number(s) of the attendee
8. The name of the instructor
9. The Idaho course approval number

Instructor Approval Procedures

Instructor approvals shall be effective for one (1) code cycle. The minimum qualification for an instructor shall be established by providing proof of one of the following which shall be documented and submitted with the instructor's application:

1. Current and active Idaho contractor or journeyman plumber license.
2. An appropriate degree related to the plumbing profession.
3. Other recognized experience or certification in the subject matter to be presented.

Revocation of Approval

The Division may revoke, suspend, or cancel the approval of any instructor if the Division determines that the instructor does not meet the intent of furthering the education of plumbers. Grounds for revocation of approval shall include, but not be limited to:

1. Failure of the instructor to substantially follow the approved course materials.



2. Failure to deliver instruction for the full amount of time approved for the course.
3. Substantial dissatisfaction with the instructor's presentation by class attendees or representatives of the Division or the Idaho Plumbing Board.
4. Failure to submit class roster to CEBroker in a timely manner.

Appeals

Appeals for courses or instructors denied approval or where approval has been revoked for cause shall be in writing and shall be presented to the Idaho Plumbing Board within thirty (30) days of the denial of the application. Decision of the board on the appeal shall be final. Any further appeal shall be to the district court as provided by the Idaho Administrative Procedures Act as an appeal for a final agency action in a contested case proceeding.

Requirements for Credit

In order for a licensee to receive credit for attending a class, the following requirements must be met:

1. The class must have prior approval by the Division
2. The instructors must be approved as instructors for the specific program.
3. The licensee must submit a copy of the certificate of completion to the Division.
4. The course provider must provide a roster of attendees to include the name, license number(s), and the number of hours to be credited.

Schedule of Approved Classes

The Division of Building Safety shall publish a list of approved classes at least once a year.

Required Information

The instructor must provide the attendees with the following information:

1. Division of Building Safety Address: 1090 East Watertower, Suite 150
Meridian, ID 83642
2. Division of Building Safety website: dbs.idaho.gov.
3. Program Manager Contact Information: John Nielsen
john.nielsen@dbs.idaho.gov