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RULE ADOPTION
LAW AND PUBLIC SAFETY
DIVISION OF CONSUMER AFFAIRS

**STATE BOARD OF EXAMINERS OF MASTER PLUMBERS
CONTINUING EDUCATION**

Adopted New Rules: N.J.A.C. 13:32-6

Adopted Amendment: N.J.A.C. 13:32-5.1

Proposed: November 5, 2001 at 33 N.J.R. 3731(a).

Adopted: January 24, 2002 by the State Board of Examiners of Master Plumbers, Ralph Wetzel, President.

Filed: February 15, 2002 as R.2002 d.80, without change.

Authority: N.J.S.A. 45:14C-7.

Effective Date: March 18, 2002.

Expiration Date: October 8, 2002.

Summary of Public Comment and Agency Response:

The official comment period ended January 4, 2002 and the Board received no comments.

Federal Standards Statement

A Federal standards statement is not required because there are no Federal standards or requirements applicable to the continuing education requirements of the adopted new rules and amendment.

Full text of the adoption follows:

<< **NJ ADC 13:32-5.1** >>

13:32-5.1 Fee schedule

(a) The following fees shall be charged by the Board:

1.-13. (No change.)

14. Continuing education sponsor application fee \$100.00

SUBCHAPTER 6. CONTINUING EDUCATION

<< **NJ ADC 13:32-6.1** >>

13:32-6.1 License renewal, continuing education requirement

(a) Every licensee shall successfully complete five credits of continuing education at an approved course per biennial

period. Licensees applying for their first biennial renewal are exempt from this continuing education requirement.

(b) A licensee shall indicate on the license renewal form that he or she has completed the continuing education requirements required by this subchapter. Failure to meet the continuing education requirements as set forth in this subchapter or the falsification of any information submitted with the renewal application may result in an appearance before the Board, or the imposition of disciplinary sanctions pursuant to N.J.S.A. 45:1-21 et seq.

(c) A person whose license is inactive shall not be required to take continuing education courses during the period of inactive status. A person who wishes to reactivate his or her license shall successfully complete continuing education credits for the biennial period immediately preceding his or her reactivation.

(d) Every licensee shall maintain, for a period of four years, a record of all verification of attendance forms for all continuing education courses the licensee has completed. Licensees who teach a continuing education course during a biennial period shall maintain, for a four year period, records which indicate that the licensee has taught a Board approved continuing education course.

(e) The Board may review the records of any licensee, at any time, in order to ensure that the licensee has complied with the continuing education requirements.

<< NJ ADC 13:32-6.2 >>

13:32-6.2 Continuing education sponsors; Board approval; duties

(a) All sponsors of continuing education courses shall obtain Board approval prior to offering a continuing education course for an upcoming biennial period. The Board shall maintain a list of approved courses at the Board offices and shall furnish this information to licensees upon request.

(b) A sponsor seeking Board approval shall appear before the Board and submit, prior to that appearance, the following:

1. Detailed descriptions of course content and estimated hours of instruction;
2. Curriculum vitae of each instructor, including specific background which qualifies the individual as an instructor in specific areas; and
3. The continuing education sponsor application fee pursuant to N.J.A.C. 13:32-5.1(a)14.

(c) The sponsor of a continuing education course shall furnish each attendee a verification of attendance, which shall include the following:

1. The title, date and location of course or program offering;
2. The name and license number of the attendee;
3. The number of hours attended; and
4. The name and signature of the sponsor or instructor.

(d) The sponsor of a continuing education course shall monitor the attendance at each approved course and maintain an attendance log which lists the name and license number of every licensee who attends a course. The program sponsor shall submit the attendance log to the Board upon completion of the course. The log shall document that each licensee has completed the sponsor's course.

(e) The sponsor shall obtain course evaluations from both participants and instructors and maintain these evaluations as part of the sponsor records.

(f) The Board may evaluate the performance of any continuing education instructor through observation of the instructor during the presentation of a course or evaluate the qualifications and abilities of the instructor by conducting an interview during a Board meeting.

(g) A continuing education class shall consist of no more than 50 people.

<< NJ ADC 13:32-6.3 >>

13:32-6.3 Required course topics

(a) Three months prior to the beginning of a biennial period, the Board shall determine which topics shall be provided by program sponsors for the upcoming biennial period. The Board shall determine these topics at a regularly scheduled public Board meeting.

(b) The list of topics which shall be required by the Board for a biennial period shall be published as a public notice in the New Jersey Register and shall be available at the Board offices.

<< NJ ADC 13:32-6.4 >>

13:32-6.4 Credit awarded

(a) One continuing education credit shall equal one hour of attendance at a continuing education course.

(b) A licensee who teaches a continuing education course shall earn five credits of continuing education for the biennial period in which he or she teaches.

<< NJ ADC 13:32-6.5 >>

13:32-6.5 Waiver of continuing education requirement

(a) The Board may waive continuing education requirements on an individual basis for reasons of hardship, such as illness, disability, military duty or other good cause which prevents the licensee from completing continuing education credits during a biennial period.

(b) Any licensee seeking a waiver of the continuing education requirements shall apply to the Board in writing and set forth in specific detail the reasons for requesting the waiver. The licensee shall provide the Board with such supplemental materials as will support the request for waiver.
