

---

---

**SUBJECT: CONTINUING EDUCATION CREDITS**

**PURPOSE:** To clarify and define the policy of the Office of Education and Data Management (OEDM) concerning the approval or denial of continuing education credit for Fire and Building Officials.

**DISCUSSION:** Pursuant to C.G.S. § 29-262 (b) and 29-298, *Connecticut General Statutes (CGS)*, building officials and fire officials, respectively, are required to complete a specified number of hours of continuing education, over a three-year period, in order to maintain licensure or certification status. For continuing education programs other than those offered by the OEDM, the Office of the State Building Inspector (OSBI) or the Office of State Fire Marshal (OSFM), the code official must: (1) attend a program approved by the OEDM, and (2) present proof of successful completion of such program.

The Office of Education & Data Management acknowledges other training programs that may be required of the building official or fire marshal and as it relates to imposed and unique municipal duties of such officials.

**DEFINITIONS:**

General: The definitions contained in this policy directive shall apply to the terms used for the subject on continuing education credits.

Awareness level of comprehension: indicates a basic area of knowledge for introductory understanding relevant to the duties of the code official.

**Code official:** a certified or eligible fire code official and/or licensed building code official.

Cross training: intersection of parallel code instruction that combines the statutory performance and/or proficiency of a building official and a fire official.

**POLICY:** To facilitate the accumulation of continuing education credits for outside training programs, the following is established:

- (1) *Continuing education programs must be relevant to the duties of the code official seeking credit.* There should be a clear linkage between the subject matter presented in the continuing education program and the duties of the code official. Applicants need to get prior approval from the Office of Education & Data Management before attending programs to ensure consideration of requested continuing education credits. Cross training of code officials is allowed to a maximum accumulation of 50% of the required credit hours per three-year training cycle. Higher education courses whose content is above the awareness level of comprehension shall be strictly reviewed for credit.
- (2) The Office of Education & Data Management *will consider, on a case-by-case basis, awarding credit for the teaching of programs that are relevant to the duties of the code official.* Such credit will be awarded for teaching the program on an hour for hour basis, one time only within the instructor's three year cycle, to a maximum of 50% of the required credit hours. The instructor must meet the requirements of Policy Directive #1, Addendum #2 as follows:

Instructors must meet or exceed the following standards:

- a. NFPA 1041, the standard for "Fire Service Instructor Professional Qualifications". Minimum Level 1 instructor.  
Or
- b. Possess a current State of Connecticut teaching certificate  
Or
- c. Be recognized by the OEDM as being qualified to teach the subject matter being presented.

Any instructor who is not already recognized by the OEDM as qualified to teach the subject matter being presented and is required to be recognized under this paragraph must, prior to presenting the course, submit a resume with information concerning their background, education and/or experience in the subject matter being presented at the same time as submission of the lesson plan.

- (3) *Continuing educational programs must be instructional and attended in person by the individual applying for continuing educational credits.* The program should be designed to impart knowledge or skill related to the duties of the code official. The Office of Education & Data

Management will consider, on a case-by-case basis, awarding credit for self-study or distance learning methodologies administered by an accredited college or university, or a recognized national organization (e.g. ICC, FEMA, NFPA).

(4) *The Office of Education & Data Management will consider awarding credit for documented service on certain state or national professional organization panels or committees.* The OEDM may, upon review of appropriate documentation, award continuing education credits for service on a national professional organization panel or committee (e.g. 541 Committee, NFPA, ICC etc.). Such credit will be awarded at a rate of 50% total time attended to a maximum accumulation of 50% of the required credit hours per three-year training cycle.

(5) *The Office of Education & Data Management will consider awarding credit for documented attendance at certain national professional conferences/organization meetings.* The OEDM may, upon review of appropriate documentation, award continuing education credits for attendance at national professional conferences/organization meetings (e.g. NFPA or ICC). Credit will be awarded at the rate of 50% total time attended to a maximum accumulation of 50% of the required training credit hours per three-year training cycle.

(6) *The Office of Education & Data Management will award credit for Connecticut Codes and Standards Committee Activities.* Attendance and participation at Connecticut Codes and Standards Committee and Sub-Committee meetings will be credited on an hour-for-hour basis. However, the maximum accumulation of such credit will be 50% of the required credit hours per three-year training cycle. Participation in administrative appeals to the Committee will not be recognized for the award of continuing education credit.

(7) *The applicant must fully complete and submit the official application form to the Office of Education & Data Management.* It is the responsibility of the applicant applying for continuing education credit to ensure that the application form being submitted is the most current in use by the Office of Education & Data Management. The applicant must provide all information requested on the form, including, but not limited to: program title; program description, hours attended; date started and date completed; program sponsor; and location of program. In addition, the applicant must provide, as indicated on the credit application form, at least one form of proof of attendance. A certificate of completion or official transcript will be considered the strongest form of documentation. When a certificate of completion or official transcript is not submitted, the Office of Education & Data Management may request that the applicant provide additional sources of information beyond that which was submitted.

(8) *The Office of Education & Data Management will determine the appropriateness of the continuing education program, as well as the number of credit hours granted.* The OEDM is responsible for reviewing the content of continuing education programs in order to determine their relation to the duties of the code official. Should the OEDM determine that a program of continuing education is not related to the duties of the code official, it shall notify the applicant of such a determination. Should the OEDM determine that the number of continuing education hours to be awarded are less than that indicated on the application, the applicant would not be directly notified. However, applicants may track their accumulation of continuing education credits either by contacting the OEDM, or consulting a printout of their accumulated continuing education credits that is mailed to their address of record annually.

(9) *Appeal Process.* Should an applicant feel aggrieved with regard to the rejection of a program for continuing education credits by the Office of Education & Data Management, the applicant may, on forms provided by the Office of Education & Data Management, present their appeal. In the case of a Building Official, the appeal goes to the Building Code Training Council, in the case of a Fire Official; the appeal goes to the Fire Marshal Training Council. Following its review, the appropriate council will present its recommendation to the Office of Education & Data Management. In all cases, however, the Office of Education & Data Management, in consultation with the State Building Inspector or the Deputy State Fire Marshal, will make the final determination.

---

---