

**641—30.3(105) Continuing education programs/activities.**

**30.3(1) Standards for continuing education programs/activities.** A program/activity is appropriate for continuing education credit if the program/activity meets all of the following criteria:

- a. Is board-approved;
- b. Constitutes an organized program of learning that contributes directly to the professional competency of the licensee;
- c. Pertains to subject matters that integrally relate to the practice of the discipline;
- d. Is conducted by individuals who have obtained board approval as set forth in subrule 30.4(1). This criterion is not needed for computer-based continuing education programs/activities conducted pursuant to subrule 30.2(3);

- e. Fulfills stated program goals, objectives, or both; and
- f. Covers product knowledge, methods, and systems of one or more of the following:
  - (1) The theory and technique for a specific discipline;
  - (2) The current Iowa plumbing code, Iowa mechanical code, or both;
  - (3) The standards comprising the current Iowa occupational safety and health Act.

**30.3(2) Board approval.** Board approval for specific programs/activities under paragraph 30.3(1) “a” will be valid for three years.

**30.3(3) Procedure and standards for board approval of continuing education programs/activities.**

a. For non-computer-based continuing education programs/activities, an individual or entity seeking board approval shall:

- (1) File an application in the form prescribed by the board without alteration at least 60 days prior to the first scheduled course date;
- (2) Attach a copy of the course or activity outline or syllabus that, at a minimum, specifically identifies the course content and a breakdown of the student contact hours; and
- (3) Attach a schedule of courses, if known, indicating the course’s or activity’s proposed scheduled locations, dates, and times.

b. For computer-based continuing education programs/activities, an individual or entity seeking board approval shall:

- (1) File an application in the form prescribed by the board without alteration;
- (2) Attach a copy of the course or activity outline or syllabus that, at a minimum, specifically identifies the course content and a breakdown of the student contact hours;
- (3) Attach a schedule of courses, if known, indicating the course’s or activity’s proposed scheduled locations, dates, and times;
- (4) Provide a brief summary of the training product;
- (5) Provide a copy of the visual aids, or other materials included with the course or activity; and
- (6) Provide the names, contact information, and qualifications or résumés of the training designers.

**30.3(4) Board member attendance.** With board approval, board members may attend any board-approved continuing education program/activity for purposes of determining whether the continuing education program/activity complies with these rules. In the event a board member attends a board-approved continuing education program/activity with the purpose of determining whether the continuing education program/activity complies with these rules, the board member cannot receive any continuing education credit for those hours in attendance.

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