

**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 required under subrule 30.4(1). This criterion shall not be required 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” shall 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 which, 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, which indicates 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 which, at a minimum, specifically identifies the course content and a breakdown of the student contact hours;
- (3) Attach a schedule of courses, if known, which indicates 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 CD-ROM, DVD, 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 may not receive any continuing education credit for those hours in attendance.