

**\*\* CONTINUING COMPETENCY REQUIREMENTS \*\***  
**FOR**  
**RESIDENTIAL BUILDERS AND**  
**MAINTENANCE & ALTERATION CONTRACTORS**  
**March 16, 2010**

**What courses are currently accepted to meet the continuing competency requirement?**

**Current ways to earn continuing competency:**

- Any approved prelicensure course may be taken to fulfill the continuing competency requirement. To find a complete list of approved prelicensure courses go to <https://www2.dleg.state.mi.us/colaCourses/>. Under “Course Type” select “Residential Builders Prelicensure” and select “Search”.
- Any construction code update course approved by the Bureau of Construction Codes may be taken to fulfill the continuing competency requirement. To find a list of approved courses go to [www.michigan.gov/bcc](http://www.michigan.gov/bcc) and select “Examinations and Licensing/Continuing Education” ([click here for a direct link](#)).
- Any fire safety or workplace safety course approved or sponsored by an agency within the Department of Energy, Labor and Economic Growth (DELEG), such as Michigan Occupational Safety and Health Administration (MIOSHA) may be taken to fulfill the continuing competency requirement. To find examples of approved courses go to [www.michigan.gov/miosha](http://www.michigan.gov/miosha) and select “Consultation, Education & Training” ([click here for a direct link](#)).
- Continuing competency may be earned by serving as a lecturer or discussion leader in an approved course.

The Department is in the process of promulgating rules that will provide additional means of meeting the continuing competency requirements.

**When did the requirement to complete continuing competency begin and how many hours are required?**

The continuing competency requirement became effective in 2009 according to Public Act 157 of 2007. During future renewal periods, individuals will be required to certify the number of continuing competency hours earned according to the number of years the individual has been licensed. Courses taken prior to becoming licensed cannot be used or counted toward meeting the continuing competency requirements. The initial date of licensure can be found using the Bureau of Commercial Services license verification tool at <https://www2.dleg.state.mi.us/colaLicVerify/>.

Individuals who were licensed prior to January 1, 2009 are required to have 3 hours of continuing competency per license cycle as follows: 1 hour of building codes and laws related to the licensed occupation, 1 hour of safety and 1 hour of changes in construction and business management laws.

Individuals who were licensed on or after January 1, 2009 are required to have 21 hours of continuing competency per 3-year time period for the first 6 years of licensure as follows: at least 3 hours per calendar year; a total of 21 hours over a 3 year period; and 3 of the total 21 hours must include 1 hour of building codes and laws related to the licensed occupation, 1 hour of safety and 1 hour of changes in construction and business management laws. After the initial 6 years of licensure, licensees will only be required to complete 1 hour of building codes and laws related to the licensed occupation, 1 hour of safety and 1 hour of changes in construction and business management laws, per license cycle.

Individuals who are licensed and have been determined by the department in a final order to have violated this act or a rule adopted under this act, shall successfully complete during the next complete license cycle the required number of continuing competency hours, in addition to the number of hours as stated in the final order, which may be up to 21 hours of activities that demonstrate continuing competency. At least 3 hours of the continuing competency must include 1 hour of building codes and laws related to the licensed occupation, 1 hour of safety and 1 hour of changes in construction and business management laws.

### **What documentation must be kept?**

Effective 2009, a licensee shall maintain documentation for at least 5 years of activities counted toward meeting the continuing competency requirements.

### **Who can offer the acceptable continuing competency courses?**

Sponsors who offer approved prelicensure courses can offer those same courses to meet the continuing competency requirements.

The subject matter of continuing competency activities may be offered by a high school, intermediate school district, community college, university, Bureau of Construction Codes, MIOSHA, fire safety, trade association, or a proprietary school licensed by the Department if approved by the Department to offer prelicensure courses.

Any construction code courses approved by the Bureau of Construction Codes as well as fire safety or workplace safety courses approved or sponsored by the Department are also considered appropriate for fulfilling continuing competency requirements.

**\*\* This information supersedes any documentation previously reported by the Bureau of Commercial Services regarding the continuing competency requirements. \*\***

**\*\*\* Check the website periodically for updates. \*\*\***

## \*\*Continuing Competency Requirements\*\*

### Residential Builders and Maintenance & Alteration Contractors

March 16, 2010

<u>If you were originally licensed...</u>	<u>Continuing Competency Required</u>	<u>If a Final Order HAS been issued against your license</u>
Before 1/1/2009	1 hour of state building codes and laws, 1 hour of safety, and 1 hour of construction and business management law per license cycle.	Required hours (see box to the left) 1 hour of state building codes and laws, 1 hour of safety, and 1 hour of construction and business management law per license.  <b>PLUS</b> any additional continuing competency required by the Final Order issued by the Department up to 21 hours of activities.
On or after 1/1/2009	21 total hours must be completed by 3rd anniversary date and again over the following 3 calendar years. At least 3 of the 21 hours must be completed each year. Of the 21 total hours, you must have 1 hour of state building codes and laws, 1 hour of safety, and 1 hour of construction and business management law. After initial 6 years, only 1 hour of state building codes and laws, 1 hour of safety, and 1 hour of construction and business management law, are required per license cycle.	Required hours (see box to the left) 21 total hours must be completed by 3rd anniversary date and again over the following 3 calendar years. At least 3 of the 21 hours must be completed each year. Of the 21 total hours, you must have 1 hour of state building codes and laws, 1 hour of safety, and 1 hour of construction and business management law.  <b>PLUS</b> any additional continuing competency required by the Final Order issued by the Department up to 21 hours of activities.