

Contractor Licensing Course Accreditation Process

The *Request for Continuing Education Accreditation* (RCEA) review is the Contractor Licensing program's education accreditation process designed for the evaluation of course work presented outside of a Contractor Licensing sponsored education seminar. The RCEA review process conducts a formal review of the course content and the instructor's credentials, while documenting the provider's course presentation information.

The RCEA review process can be conducted before or after the class presentation. There is no application fee associated with the RCEA process.

You may obtain a copy of the RGEC application by clicking on the following link: [Request for Granting Continuing Education Credit Form](#) or by requesting a paper application or electronic copy from the Contractor Licensing office. Applications may be submitted by fax, to (913) 715-2232 or via e-mail addressed to amber.clark@jocogov.org. Each class must have a separate application package. Classes with the same name but dissimilar duration are considered different classes and require individual RCEA packages.

General Information About the Accreditation Process

The RGEC application is first reviewed by staff, then if found to be complete, referred to the CLRB Education Committee for review. The Education Committee reviews request and then recommends or not, approval to Contractor License Review Board (CLRB). The Education Committee may table a review pending receipt of additional information.

The Education Committee meeting is conducted the second Wednesday of each month. The CLRB meeting follows immediately after. The Education Committee and the CLRB do not hold meetings during months when a spring or fall education seminar is held.

The complete RCEA package, including the completed RCEA form, instructor biographical information, detailed course description, and sample certificate of attendance must be received by this office not later than 5:00 pm of the last business day of the month to be placed on the following month's agenda.

A complete RGEC application must include a detailed description of the class. The description should specify the course learning objectives, must include a detailed course syllabus, description, or course outline, and should incorporate the class timeline. The description must specify the method of presentation or delivery and if appropriate, the method of student evaluation. A complete RCEA application package must include the instructor's biographical information either by completing page 2 and 3 of the RCEA form or attaching a detailed biography, as well as a sample certificate of attendance.

Remember, the application will be evaluated strictly on the material you submit, so the more detailed information you provide, the more able the Committee will be to accurately judge and accredit the course.

We accredit education in two general categories, either as code credit or non-code credit. Code credit classes must have a direct, demonstrable relationship to the International Building Code, International Plumbing Code, International Mechanical Code, National Electric Code, or other construction code adopted by a Johnson County jurisdiction. The range of non-code classes which can be contemplated are discussed in the document titled “Non-Code Guidelines”. When considering the suitability of non-code topics for accreditation, the class must be shown to first meet all three of the Committee Defined Criteria items and then must fall into at least one of the ten Construction Science and Core Criteria category items.

The Johnson County Contractor Licensing program requires all Qualifying Individuals accrue a minimum of eight classroom hours of accredited continuing education per year in order to relicense the following year. Of those eight hours, not less than four hours must be code credit, but contractors may apply a maximum of four hours non-code credit to the relicensing process. Non-code class may now be accredited for the actual length of the class, but not more than four hours of non-code credit can be applied to the Johnson County annual relicensing process. Staff or the Education Committee will determine what specialty code credit for which the course may be eligible.

Course accreditation is valid only during the year for which it has been approved. If the course content, instructor, method of delivery, duration, or title is changed, approval is no longer valid and the class must be re-submitted for review and reaccreditation.

No computer based education or webinars are eligible for education credit unless the student and instructor are both on a two-way camera for the entire class session, or unless the computer session is conducted in the presence of a Johnson County Contractor Licensing program pre-approved proctor in a pre-approved setting.

After the Education Committee’s review is completed, the Committee sends their recommendation for accreditation or disapproval of a course to the CLRB. The CLRB makes the final decision to accredit the class based on the Education Committee’s recommendation. After the CLRB accredits a class, the course title, the classroom credit hours, the sponsor’s contact information are posted on the Contractor Licensing Education web page as approved education.

How to Complete the *Request for Continuing Education Accreditation (RCEA) Form*

The ***Title (Course Name)*** blank must reflect the course title as it is submitted for approval and as it is referenced on the certificate of attendance.

If you are submitting the class for code credit, the blank titled ***Code and Edition*** must identify the title and edition of the code from which the class content is derived. If you are submitting the class for non-code credit you must write “Non-code” in this blank.

If you are submitting the class for code credit, the blank titled ***Code Section/Chapter/Article Taught*** must identify the chapters or sections which are discussed during the class. If you are submitting

the class for non-code credit you must specify the Construction Science and Core Criteria in which the course is based from the list in the *Non-code Education Guidelines* document.

The *Sponsor* is the organization business who is producing or sponsoring the class or the education provider. If, as a sponsor, you plan to conduct a class at various locations, or on more than one date, you may fill in the blanks titled **Location of Class**, **Date of Class**, and **Date Completed** with the word “Various”. If the course is accredited, you will be approved to conduct the class so identified on any date, in any location, during the calendar year for which the class was approved.

If the sponsor or education provider is submitting the RCEA package, specify the **Applicant** simply as “Sponsor”. A Sponsor or education provider need not complete the applicant contact portion. If the person submitting the RCEA packet is a contractor seeking credit for a class they have taken, they must complete all of the blanks in the Applicant section.

Sponsor’s Responsibility

The sponsor is responsible for proctoring the course. For Johnson County Contractor Licensing continuing education credit, at the point of class entry, the sponsor must require attendees present a government issued photo identification document to verify their identity. The sponsor must have all attendees sign-in on an attendance sheet. The attendance sheet must include the title, date, and location of the course, as well as the attendee’s name as it is listed in the Contractor Licensing program data base, the attendee’s signature, and the attendee’s company name. At the conclusion of the class, the sponsor is responsible for keeping the attendance sheet and course content information for not less than seven years. The sponsor will forward a copy of the signed attendance sheet to this office.

At the conclusion of the course, the sponsor must present the attendee with a certificate of attendance. The certificate must include the name of the sponsoring organization, the date of the class, the class title exactly as stated on the RCEA form, the number of classroom hours completed, the attendee’s name, and the attendee’s company.

Questions

If you have questions about completing the RCEA package, call staff at the Contractor Licensing program office. The number is (913) 715-2233. We will be happy to discuss classes you are considering offering and to advise you on how to successfully apply for accreditation.

REQUEST FOR EDUCATION ACCREDITATION

Application for Code Credit Course

CLASS INFORMATION

Class Title: _____

Code credit can only be given to classes based in construction codes adopted by Johnson County jurisdictions.

Code and Edition: _____

Code Section/Chapter/Article Taught: _____

Instructor: _____

Attach instructor's detailed resume or complete pages 2 and 3.

Sponsoring Group: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Phone () _____ Fax No: () _____

Location of Class: _____

Date of Class: _____ Hours of Instruction: _____

Date Completed: _____ Date Mailed/Submitted: _____

CONTRACTOR OR QUALIFYING INDIVIDUAL IF REQUESTING INDIVIDUAL CREDIT

Name: _____ License: # _____

Company Name: _____

Address: _____

City/State/Zip: _____ E-Mail : _____

Phone:() _____ Fax No: () _____

The Education Committee meets the second Wednesday of each month, except during seminar months. Complete application packages must be received not later than the last business day of the month in order to be placed on the following month's meeting agenda. A completed application package includes the application, instructor's bio, course description, and sample attendance certificate. Applications may be mailed to Codgt" Enctm, c/o Contractor Licensing, 111 S. Cherry Suite 1000, Olathe, KS 66061, or e-mailed tq" amber.clark@jocogov.org

If you have questions, please call the Contractor Licensing office, 913-715-2233.

TO BE COMPLETED BY STAFF	
Date: _____	Hours _____
Approved _____ Denied _____	Comments: _____
Approver _____	_____
Course Identification # _____	Course VB # _____
Scanned: _____	Letter: _____

Instructor Information

Contact Information

Name _____ Date _____
Address _____
City _____ State _____ Zip _____
Phone _____ Mobile Phone _____
Fax _____ E-mail _____

Business Information

Company Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Instructor E-mail _____
Direct all correspondence to: Home Address Business Address E-Mail

Education

Associate's Degree: _____
Bachelor's Degree: _____
Master's Degree: _____
Certifications: _____
Relevant registrations or licenses: _____

Other relevant knowledge or trade experience: _____

Have you ever attended a Train-the-Trainer or similar type of course? Yes No

If yes, please indicate name of course, when and where you attended.

Have you ever participated in training or course materials development? Yes No

If yes, please indicate what course(s).

Have you ever served on a certification program development committee? Yes No

If yes please indicate type of program.

Please check the box that best describes your training or teaching experience:

None Less than 1 year 1-5 years 5-10 years 10+years

Please check the box that best describes your experience in construction or the trades.

None Less than 1 year 1-5 years 5-10 years 10+years

Please check the box that best describes your experience in construction code enforcement.

None Less than 1 year 1-5 years 5-10 years 10+years

Please check the box that best describes the number of participants you have instructed in a single class.

None Less than 20 participants 21-30 participants 31-100 participants

Areas of expertise:

List other courses you are qualified to teach:

Non-code Education Guidelines

This analysis is intended to be a living document reviewed annually by the JCCL Education Committee to ensure industry changes over time are mirrored in the educational resources provided to the contractors served by the licensing program. Concepts and specific categories may be added and/or removed by the Education Committee during the annual review, typically held in early summer.

Each criteria definition and subsequent listing of example content will provide more specific direction to staff for administrative approval of educational submissions as well as to those developing and submitting programs for approval. The process of committee review for atypical submissions will continue. Unique content approved by the committee may be considered for inclusion in an existing criteria category during the annual review process.

All applications for courses seeking accreditation as non-code education must provide evidence in the description or syllabus that the course meets all three elements of the *Committee Defined Criteria*. The course description or syllabus must include evidence that the course content is based in one or more of the *Construction Science or Core Criteria* in order to be accredited.

Committee Defined Criteria

1. **Relevance:** Contributing to the maintenance of a high standard of integrity, skill and practice in the construction trades and skills.
 - a. Does the proposed education benefit the attendee or the goals of the JCCL Program?
 - b. Defines how each education subject applies and relates to the construction practice.
2. **Construction Relationship:** Related to practices relevant to skills, materials, systems, and processes used or adapted to construction.
 - a. Does the proposed education have a direct relationship to the construction industry?
 - b. What component or part of a building project does the subject matter specifically address?
3. **Public Welfare Orientation:** Safeguarding the life, health, property, or welfare of the public in regards to the provision and maintenance of housing or commercially used structures.
 - a. Does the public or the built environment benefit from the promotion of this education topic?
 - b. Topic provides support and protection of the public welfare as it is impacted by the built environment.

Construction Science or Core Criteria

1. Construction Law and Contract Documents
 - a. Classes based in the application of law, other than the construction codes, which impact the construction industry
 - i. Lien law, insurance law, bonding, liability
 - ii. Procuring and maintaining adequate and proper insurance coverage
 - b. Application of and compliance with laws and regulations beyond those imposed directly by building codes
 - i. OSHA, lead safety, hazardous materials handling
 - ii. Home associations, planning commission rulings, etc.
 - iii. Prevailing wage/Davis-Bacon Act compliance
 - c. Legal aspects of contract types
 - i. Design-bid-build (hard bid), design-build, IPD, collaborative design, Lean Construction, etc.
2. Construction Estimating
 - a. Organizing, projecting, and determining the cost and value of a construction project
 - i. Subcomponents, materials, subcontractors, overhead, and direct costs
 - ii. Insurance, speculative building, assessment, etc.
 - b. Preparing and presenting project estimate information
3. Construction Scheduling
 - a. Organizing and projecting the timing and sequence of construction project activities
 - i. Gant, critical path, Lean principles, establishing priorities, problem solving, dealing with schedule flux, etc.
 - b. Use of construction-specific scheduling software
4. Construction Accounting
 - a. Maintenance of construction business and tax records
 - b. Tracking costs of construction projects
 - i. Establishing and tracking profits, ROI, impact of processes, amortization of tools, innovative processes
 - c. Analysis of construction changes
 - i. Reporting, documenting, and managing changes
 - d. Use of construction-specific accounting software
5. Construction Documents
 - a. Understanding plan preparation, construction documents, blueprint conventions, and architectural specifications
 - i. Terms and definitions
 - ii. Standard symbols, plan references, and information
 - b. Preparing building plans and specifications
 - i. Blueprint reading, AutoCAD (CAD), BIM

6. Construction Methods and Materials
 - a. Installation techniques and the use of products in the construction industry
 - i. Vendor training seminars
 - ii. Jobsite tours and other installation examples
 - b. Methods of building construction and erection; materials used in buildings; building systems technology
 - i. Lighting design
 - c. Innovative adaptation and application of materials, methods, and processes not otherwise approved by code (when codes don't have a solution)
 - d. Technical training
 - i. Apprenticeship training hours from federally-approved program
 - ii. College/tech center training hours from qualified program
7. Construction Site Design & Analysis
 - a. Site Selection & Restoration
 - i. Site mechanics
 - b. Learning based in the investigation of the physical properties of rocks and soil found on a construction site
 - c. Erosion and sedimentation control
 - i. BMPs, SWPPP, drainage, stormwater quality and quantity
 - d. Characteristics of soils conditions as they relate to buildings and site improvements
 - i. Bearing conditions
8. Construction Related Economics and Project Development
 - a. Study of capital investment in construction production
 - b. Project financing
 - c. Market trends and how they impact the costs of buildings
 - d. Break-even or ROI analysis, distributing fixed or start-up costs
 - e. Grants, federal funding, incentives, disaster relief funding
9. Construction Site Safety & Security
 - a. Study and application of regulations governing safety and the techniques for protecting workers or members of the public on or adjacent to construction activity
 - b. Laws and best practices for safety
 - i. OSHA, risk analysis
 - c. Site security
 - i. Site access, onsite materials storage
10. Construction Management and Site Supervision
 - a. Examination of techniques and strategies for planning, organizing, and oversight of construction activities and tasks
 - b. Activities and processes as they relate to the administration of a building project
 - i. Record-keeping, documentation, communication, people skills, understanding authority, delegation, responsibility, ethics, etc.
 - c. Workmanship and quality assessment
 - d. Client interaction for successful projects, managing client expectations, keeping clients informed
 - e. Spanish (or other second language) for the construction industry

- f. Lean Construction and management
 - g. Higher education programs (AAS, BS, MS)
11. Case Study
- a. Self-reported analysis of project with specific educational or instructional goal
 - b. Program approved by other professional organization
12. Non-traditional building methods
13. Project delivery methods (other than legal aspects)
- a. Understanding and applying IPD, Design-build, Collaborative design
14. Environmentally-focused processes
- a. Sustainability
 - b. Energy conservation
 - c. Materials recovery
15. Self-reported industry participation
- a. Code hearings
 - b. Hearing and legislative testimony
 - c. Special projects and non-profit volunteer time (construction-specific)
 - i. LIST
 - d. Authorship
 - e. Presentation and instructor time
 - i. JCCL programs
 - ii. Approved programs through third parties
 - iii. Formal education, tech center programs and training centers
 - f. Mentoring

**Contractor
Licensing**

REQUEST FOR EDUCATION ACCREDITATION

Application for Non-Code Credit Course

CLASS INFORMATION

Class Title: _____

Non-Code classes must meet all Committee Defined Criteria and must fall under at least one Construction Science or Core Criteria as specified in the current “Non-code Education Guidelines” document.

Construction Science or Core Criteria _____

Instructor: _____

Attach instructor’s detailed resume or complete pages 2 and 3.

Sponsoring Group: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Phone () _____ Fax No: () _____

Location of Class: _____ **On-site Instructed**

Number of Hours of Classroom Instruction _____

Class Start Date: _____ Class Completion Date: _____

APPLICANT:

Name: _____ License #: _____

Company Name: _____

Address: _____

City/State/Zip: _____ E-Mail : _____

Phone:() _____ Fax No: () _____

The Education Committee meets the second Wednesday of each month, except during seminar months. Complete application packages must be received not later than the last business day of the month in order to be placed on the following month’s meeting agenda. A completed application package includes the application, instructor’s biography, course description, and sample attendance certificate. Applications may be mailed to Stephanie Sweeney, c/o Contractor Licensing, 111 S. Cherry Ste. 1000, Olathe, KS 66061, or e-mailed to stephanie.sweeney@jocogov.org.

If you have questions, please call the Contractor Licensing office, 913-715-2233.

TO BE COMPLETED BY STAFF		
Date: _____	Hours _____	
Approved _____ Denied _____	Comments: _____	
Approver _____	_____	
Course Identification # _____ Course VB # _____		
SS: _____	Scanned: _____	Letter: _____

Contractor Licensing

Have you ever attended a Train-the-Trainer or similar type of course? Yes No

If yes, please indicate name of course, when and where you attended.

Have you ever participated in training or course materials development? Yes No

If yes, please indicate what course(s).

Have you ever served on a certification program development committee? Yes No

If yes please indicate type of program.

Please check the box that best describes your training or teaching experience:

None Less than 1 year 1-5 years 5-10 years 10+years

Please check the box that best describes your experience in construction or the trades.

None Less than 1 year 1-5 years 5-10 years 10+years

Please check the box that best describes your experience in construction code enforcement.

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Please check the box that best describes the number of participants you have instructed in a single class.

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List other courses you are qualified to teach:
