



# Iowa Plumbing & Mechanical Systems Board

## Continuing Education Guidelines for Licensees

IOWA DEPT. OF PUBLIC HEALTH  
 PLUMBING AND MECHANICAL SYSTEMS BOARD  
 LUCAS STATE OFFICE BUILDING  
 321 E. 12<sup>th</sup> STREET  
 DES MOINES, IOWA 50319

**The following guidance reflects the continuing education requirements for licensees that have expiration dates prior to July 1, 2017. The following guidance is not reflective of the requirements after July 1, 2017.**

The continuing education compliance period shall begin on the date the license is issued and end on the date the license expires. The requirements for Continuing Education for master and journeyman licenses are as follows:

<b>Single License -</b> Plumbing, HVAC, Hydronics or Refrigeration	<b>8 Total Hours of CEU</b> 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in current license discipline only.)
<b>Multiple Licenses Renewed Same Expiration Date</b> – Combination of 2 or 3 Mechanical Licenses (HVAC, Hydronics, or Refrigeration)	<b>14 Total Hours of CEU</b> 4 Hours of Safety 2 Hours of Mechanical Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
<b>Multiple Licenses Renewed Same Expiration Date</b> – Combination of 1 plumbing & 1 or more Mechanical Licenses (HVAC, Hydronics, &/or Refrigeration)	<b>16 Total Hours of CEU</b> 4 Hours of Safety 2 Hours of Mechanical Code 2 Hours of Plumbing Code 8 Hours of Discipline Note: Required discipline hours total 8 for the licensee. The 8 hours of discipline CEU's may be obtained from one or any combination of discipline licenses held by the licensee.
<b>Multiple Licenses Renewed at Separate Expiration Dates</b> –	A licensee who holds licenses with different expiration dates will be required to submit 8 CEU's for each single license. <b>No fee discount will apply.</b> Once CEU credits are applied to the renewal of a single license, the credits will not be eligible for use in renewal of any additional licenses.  <b>8 Total Hours of CEU for each separate license</b> 2 Hours Safety 2 Hours Code (Applicable Plumbing or Mechanical) 4 Hours Discipline (Must be in discipline of the renewal license only.)

**\*Note, if applying for renewal at 366 or more days past the original expiration date, CEU's must be taken on a date that is more than 365 days from the expiration date. Ex: Original license expired 06/01/2011 then CEU's must be taken on or after 06/02/2012. These CEU's will not be eligible to renew any future license other than the current renewal license.**

The board may conduct audits of a licensee's license renewal application to review compliance with continuing education requirements. Upon request, the licensee must submit to the board an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor or course instructor. These documents must contain the course title, date(s), contact hours, sponsor and licensee's name. In some instances, licensees will be requested to provide to the board additional information, including, but not limited to, program content, objectives, presenters, location, and schedule. An inclusive brochure may meet this requirement.

Upon board request, a licensee must submit all information within 30 calendar days following the board's request

For a complete listing of continuing education requirements see IAC 641 – Chapter 30.