



Iowa Plumbing & Mechanical Systems Board

Continuing Education Information

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

The following information is to assist in filing applications for continuing education courses. The following pre-approvals need to be obtained in order for a course to be recognized by the Iowa Plumbing and Mechanical Systems Board for license renewal.

Application for Continuing Education Instructor Approval

Application for Continuing Education Course Approval

Or

Application for Continuing Education Electronic Learning Course Approval

Application for Continuing Education Instructor Approval

One copy of this form is required to be submitted for each instructor seeking approval from the Iowa Plumbing and Mechanical Systems Board to provide continuing education courses. If approved, the instructor ID is valid for three years.

In the section "Instructor", provide personal contact for the individual instructor.

In the section "Business or Institution Information", provide contact information if the instructor is an employee of a business or institution offering continuing education courses. If the instructor is self employed, indicate "Self Employed" on the "Name" line of this section.

In the section "Instructor Qualifications" an applicant must demonstrate appropriate competency to instruct continuing education programs/activities.

1. If seeking approval to instruct in the content areas of the plumbing and/or mechanical codes or the Iowa Occupational Safety and Health Act, the individual must possess specialized education or training relevant to the subject matter; or
2. If seeking approval to instruct in the content area of a prescribed practice discipline, the individual must possess specialized education, training, or experience relevant to the subject matter.

Instructor experience may be verified by letters of verification from educational institutions, state, city, or county entities requiring such instruction, or other groups directly associated with updating knowledge of the applicable subject matter.

COPIES OF THE FOLLOWING MAY BE SUBMITTED:

1. Trade License Held
2. Teaching Degree
3. Other Qualifying Documentation

Board approval for an instructor shall be valid for three years in duration.

Application for Continuing Education Course Approval

One copy of this form is required to be submitted for each course seeking approval from the Iowa Plumbing and Mechanical Systems Board. If approved, the course is valid for three years.

In the section "Course Information", provide the name of the course, explanation of course content hours, and cost. Attach the below required information on course content to the application.

Additional Required Information (attach to this application)

1. Course Outline: attach course outline or give a general description of the course content
2. Materials/ Visual Aids – include test and references that will be used in course.
3. Schedule of Courses – include proposed scheduled locations, dates and times
4. Course Contact Information – provide contact information that may be distributed by the Plumbing and Mechanical Systems Board to licensees interested in taking this course.
5. Certificate of Completion: attach a copy of the proposed certificate
6. Course Roster: attach a copy of the proposed course roster

In the section "Instructor Information", provide the information for any instructors who will be teaching the course. Additional instructor names can be added at the end of the application.

Board approval for a course shall be valid for one year in duration.

Application for Continuing Education Electronic Learning Course Approval

One copy of this form is required to be submitted for each course seeking approval from the Iowa Plumbing and Mechanical Systems Board. If approved, the course is valid for three years.

In the section "Course Information", provide the name of the course, type of electronic course, explanation of course content hours, and cost.

For the section "Person Authorized to Monitor & Verify Attendance", identify the authorized person required to submit a course completion roster to the Iowa Plumbing and Mechanical Systems Board within 30 days from the date of completion of a course. If any course changes occur, it is the authorized person's responsibility to inform the Board.

Additional course information required:

Additional Required Information (attach to this application)

1. Course Outline: attach course outline or give a general description of the course content
2. Brief Summary of the Training Product
3. Qualifications and Resumes of Training Designers
4. Copy of CD-ROM/ DVD/ Visual Aids/ or materials – include test and references that will be used in course.
5. Schedule of Courses – include scheduled location, dates and times course is available.
6. Course Contact Information – provide contact information that may be distributed by the Plumbing and Mechanical Systems Board to licensees interested in taking this course.
7. Certificate of Completion: attach a copy of the proposed certificate
8. List of any other States that have approved this Course
9. Cost of Electronic Training Course