



Oklahoma Construction Industries Board

Request for Continuing Education Approval

For Plumbing, Electrical, Mechanical, Building Inspectors, and Roofing

This request should be timely filed with the appropriate committee(s). Each approval form applies to one course on one specific date. You may not teach the same course on a different day without submitting a new form. **Please attach to each trade targeted a copy of the agenda, course curriculum, and instructor biography or resume.**

***Note: If the application is incomplete or the above items are not included, the request will be returned.**

Title of course: _____

Course provider: _____

Address: _____

City: _____ State: _____ Zip: _____

Has the course been previously approved by the CIB Committee? Yes: _____ No: _____

If yes, course number: _____ Date: _____

Contact person: _____

Phone number: _____ Email: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Target audience: _____ **If the target audience is Electrical, please select a CEU Type below.**
(Specify Plumbing, Electrical, Mechanical, Inspector, or Roofing)

Instructor name: _____

(Please attach a Resume with credentials, background, and experience relating to the trade)

Total hours of instruction: _____ Course capacity: _____ Cost: _____

Course date: _____ Start/end time: _____

Course address (Include link if online): _____

City: _____ State: _____ Zip: _____

CEU Type

Code Update: ☐

Other: ☐

Apprentice: ☐

To be completed by the Construction Industries Board

Committee name: _____ CEU's approved: _____

Signature: _____ Date: _____

Course ID Number: _____

Submit to: Oklahoma Construction Industries Board
2401 N.W. 23rd, Suite 2F
Oklahoma City, OK 73107
Office: (405) 521-6550 Fax: (405) 521-6525

APPROVAL REQUIREMENTS FOR CONTINUING EDUCATION

(Plumbing, Mechanical, Electrical, Inspectors, and Commercial Roofers)

NOTE: This page is provided for informational purposes only. Approval of continuing education applications is based upon statutory and administrative rule requirements. Please see the applicable trade statute and rules for further details.

1. Presented material shall pertain to course subjects approved by the respective trade committee(s).
2. Per HB 3215 (2024) beginning January 1, 2026, three (3) hours of continuing education are required every 12 months for Electrical Apprentices. Apprentices may take any course approved by the electrical committee. Continuing education courses may be conducted at the apprentice's regular workplace during normal business hours or any other time. If an apprentice is a student apprentice or is enrolled and attending an approved course, the continuing education shall not be required.
3. Per HB 3215 (2024) beginning January 1, 2026, twelve (12) hours of continuing education are required every 36 months for Electrical Journeymen and Electrical Contractors. The twelve (12) hours must consist of six (6) hours of code update and six (6) hours of other courses approved by the committee. Continuing education courses may be conducted at the licensee's regular workplace during normal business hours or any other time.
4. Six (6) hours of continuing education are required every 36 months for Plumbing and Mechanical trade licensees. Continuing education courses **shall not** be conducted in the licensee's regular work places during normal business hours.
5. Building construction inspectors are required to complete six (6) hours of continuing education every year for each classification in which they hold a license.
6. The qualifying party holding a Roofing Commercial Endorsement is required to complete four (4) hours of continuing education every 36 months.
7. Continuing education unit requests shall be submitted to the appropriate trade committee at least fifteen days (15) prior to the committee meeting date for placement on the committee agenda. Failure to comply will postpone consideration of course approval until the next meeting date. All requests shall include:
 - a. Completed continuing education application form for each date or set of dates that constitute one class. Each class must be included on a different form.
 - b. An agenda and course curriculum that provides sufficient information regarding the beginning and ending of actual instruction times, sign-in times, breaks, lunches and evaluation time and the program objectives detailing the material to be presented in the course.
 - c. A brief summary of qualifications for each instructor.
8. Continuing education classes shall be at least two (2) credit hours in length.
9. For Electrical continuing education, sixty (60) minutes of actual classroom instruction constitutes one (1) instructional hour (720) minutes for a twelve (12) hour course. This does not include: sign-ins, introductions, breaks, lunches, evaluations, etc. For Plumbing, Mechanical, Inspector and Roofing continuing education, a credit hour is at least fifty (50) minutes of actual classroom instruction with a ten (10) minute break (300) minutes of actual classroom instruction for a six (6) hour course or 200 minutes of actual classroom instruction for a four (4) hour course.
10. The sponsoring group shall be responsible for verification of attendance and shall submit sign-in sheets as required to the committee. For, Electrical, Plumbing, Mechanical and Roofing classes, the sponsoring group shall require a photo I.D. prior to sign-in. For Inspector classes, the sign-in sheets shall include the signature and state inspector license number of each person in attendance. For Roofing classes, the sign-in sheets shall include the signature and registration number of each person in attendance.

11. Any deviation from a committee approved agenda or change in instructors shall be approved prior to the presentation. Deviations identified during the seminar presentation shall be provided to the CIB within seven to ten days of the presentation for committee consideration and appropriate action.

12. Committees shall be advised of any course cancellations.

13. Any virtual classroom style continuing education course will uphold the same standards as in-person course in regards to sign-in sheets and attendance rules. Virtual classroom courses are generally considered any course offered over Zoom, Skype, Teams, etc that includes live instruction to virtual attendees. In addition, virtual classroom continuing education providers should limit attendees to 25 people to uphold proper attendance standards.

158:40-9-4. Continuing education

The program including the named advertised participants must be conducted substantially as approved, including lunch and breaks shown on the approved agenda,

The Course Provider shall verify the total number of continuing education hours completed by each attendee.

Continuing education providers shall require attendees to present a photo I.D. prior to the attendee signing the sign-in sheet provided by the Construction Industries Board. Sign-in sheets shall include the name and license number of each licensee in attendance.

(Instructor Name)

I _____ agree that I will
conduct courses as submitted to Committees and verify that each attendee presents I.D. prior to signing sign-in sheets. I will also verify each attendee is present for course entirety (in person confirmation or webcam interaction if virtual).

By signing below I agree, if this course is approved by the Constructions Industries Board Trade Committees, to uphold the rules and laws for the specific trades regarding continuing education credits.

Signature

Date