



# PINELLAS COUNTY CONSTRUCTION LICENSING BOARD

## Board Rule Continuing Education Requirements

The Pinellas County Construction Licensing Board (PCCLB) established the continuing education requirement for locally licensed Specialty Contractors on September 30, 2004 and required proof of continuing education credits as a condition of license renewal.

The continuing education requirements are generally consistent with the requirements for all state certified and registered contractors, but allowed the completion of seven (7) hours of study the first year (2004).

Thereafter, all licensed specialty contractors are required to provide proof of 14 hours of Construction Industry Licensing Board (CILB) or Electrical Construction Licensing Board (ECLB) approved hours of continuing education each biennium (odd numbered years) prior to the renewal of their license. Of the 14 hours, one (1) hour is required in each of the following topics: specialized or advanced module course approved by the Florida Building Commission, or the Board, Workplace Safety; Business Practices; Workers' Compensation; Laws and Rules; Wind Mitigation Methodologies, if license is held in the following category: General, Building, Residential, Roofing, Specialty Structure, or Glass and Glazing. The remaining hours may include any of the aforementioned subject matter or general topics."

Irrigation Specialty Contractors licensed as well drillers by the Southwest Florida Water Management District (SWFWMD) may use the continuing education credits required for SWFWMD licensure but must provide proof of completion of 14 hours including the required courses above.

Contractors holding more than one certificate, registration, or specialty license issued by the PCCLB are required to complete the continuing education requirements only once during each biennial (odd numbered years) renewal period.

Courses approved by the CILB or the ECLB for the education requirements for persons certified under Chapter 468, Part XII, Florida Statutes, shall be accepted for continuing

education for renewal for persons who are certified under Part XII and who are certified or registered contractors under Chapter 489, Part I, Florida Statutes.

Licensees, whose license was initially issued January 1<sup>st</sup> or later each biennium (odd numbered years) prior to the renewal of their license, is not required to complete any continuing education requirements. However persons obtaining a license more than nine months prior to the PCCLB renewal date of September 30<sup>th</sup> are required to complete 14 hours of approved continuing education as a condition of their first license renewal.

Licensees whose licenses are inactive are not required to complete any of the above continuing education requirements while his or her license is in an inactive status. However, licensees who change licensure status from inactive to active must show proof of completion of 14 hours of continuing education for each inactive biennium (including all required courses for each license renewal cycle).

**Specific Authority: Chapter 75-489, Laws of Florida, as amended.**

**History—New 5-20-03, Effective 9-30-04, Rev. 9-18-07, Rev. 5-20-08, Rev. by reference to 61G4-18.001.**

A list of CILB approved providers of continuing education courses can be found at:

[http://www.myflorida.com/dbpr/servop/testing/documents/ce\\_prov.pdf](http://www.myflorida.com/dbpr/servop/testing/documents/ce_prov.pdf)

Courses approved by the Electrical Construction Licensing Board can be found at:

[http://www.myflorida.com/dbpr/servop/testing/documents/ce\\_list.pdf](http://www.myflorida.com/dbpr/servop/testing/documents/ce_list.pdf)

## **CONTINUING EDUCATION FREQUENTLY ASKED QUESTIONS**

Q: How many hours are required for license renewal?

A: All State certified and registered contractors are required to complete 14 hours of continuing education, of which one (1) hour is required in each of the following topics: specialized or advanced module course approved by the Florida Building Commission, or the Board, Workplace Safety; Business Practices; Workers' Compensation; Laws and Rules; Wind Mitigation Methodologies, if license is held in the following category: General, Building, Residential, Roofing, Specialty Structure, or Glass and Glazing. The remaining hours may include any of the aforementioned subject matter or general topics."

All licensed PCCLB specialty contractors are required to provide proof of 14 hours of Construction Industry Licensing Board (CILB) or Electrical Construction Licensing Board (ECLB) approved hours of continuing education each biennium (odd numbered years) prior to the renewal of their license. Of the 14 hours, one (1) hour is required in each of the following topics: specialized or advanced module course approved by the Florida Building Commission, or the Board, Workplace Safety; Business Practices; Workers' Compensation; Laws and Rules; Wind Mitigation Methodologies, if license is held in the following category: General, Building, Residential, Roofing, Specialty Structure, or Glass and Glazing. The remaining hours may include any of the aforementioned subject matter or general topics."

Irrigation Specialty Contractors licensed as well drillers by the Southwest Florida Water Management District (SWFWMD) may use the continuing education credits required for SWFWMD licensure but must provide proof of completion of 14 hours including the required courses above.

**NOTE: Continuing education must be completed prior to renewal!**

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Q: My license has been inactive and now I wish to change the status to active. How many hours of continuing education must I do?

A: That depends upon how long your license has been inactive. Although there is no requirement to obtain continuing education during the inactive period, a licensee must show completion of an equal amount of continuing education for each license period to activate their license. The basic requirement of 14 hours, including mandatory hours, must be fulfilled for each biennium period.

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PCCLB Continuing Education Requirements Rev 1-1-09

Q. When did Continuing Education become a requirement for Construction Industry Licensing Board license holders?

A. The requirement is established in Florida Statutes, chapters 455 and 489, originally approved in December 1993. Initially established as 14 hours of continuing education it included two one-hour mandatory hours – 1 hour of workers' compensation and 1 hour of workplace safety. The requirement went into effect for registered contractors during the 1993 – 1995 renewal cycle. The requirement went into effect for certified contractors during the 1994-1996 licensure renewal cycle.

The Pinellas County Construction Licensing Board established the continuing education requirement for licensed specialty contractors in 2003 with the effective date of September 30, 2004.

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Q. When did business practice become a requirement?

A. Business practice was added as a mandatory hour in 1999 affecting the renewal cycle of 1998-2000 for certified license holders and 1999-2001 for registered license holders.

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Q: Where can I go to complete my required hours?

A: The Construction Industry Licensing Board and Electrical Construction Licensing Board maintain a listing of approved Providers.

Access the Construction Industry Licensing Board Provider List at:

[http://www.myflorida.com/dbpr/servop/testing/documents/ce\\_prov.pdf](http://www.myflorida.com/dbpr/servop/testing/documents/ce_prov.pdf)

On the Construction Industry Licensing Board homepage, under the Continuing Education Information heading, click on "Continuing Education Provider List."

Access the Electrical Construction Licensing Board Provider List at:

[http://www.myflorida.com/dbpr/servop/testing/documents/ce\\_list.pdf](http://www.myflorida.com/dbpr/servop/testing/documents/ce_list.pdf)

On the Electrical Construction Licensing Board homepage, under the Continuing Education Information heading, click on "Continuing Education Provider & Course List" or "Alarm System Agent Provider & Course List" or "Fire Alarm System Agent Provider & Course List."

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Q. How do I find out what the Continuing Education requirements are?

A. Simply follow these directions for the CILB:

Access the Construction Industry Licensing Board homepage at:

<http://www.myfloridalicense.com/dbpr/pro/cilb/index.html>

On the Construction Industry Licensing Board homepage, under the “Governing Statute and Rule heading,” These two imbedded lines will link you to the governing rules and regulations. From these two links you may review Chapter 489.115 and Florida Administrative Code, 61G4. These are the governing regulations pertaining to Continuing Education for Construction Industry Licensing Board license holders.

Access the Electrical Construction Licensing Board homepage at:

<http://www.myfloridalicense.com/dbpr/pro/elboard/index.html>

On the Electrical Construction Licensing Board homepage, under the “Governing Statute and Rule heading,” These two imbedded lines will link you to the governing rules and regulations. From these two links you may review Chapter 489.517 and Florida Administrative Code, 61G6. These are the governing regulations pertaining to Continuing Education for Electrical Construction Licensing Board license holders.

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Q: Do I need to send a copy of my course completion certificate to the Pinellas County Construction Licensing Board office?

A: Licensees are required to provide proof of course completion information prior to or at the time of renewal indicating that licensees have successfully completed the required approved courses. Licensees are responsible to maintain proof of completion of continuing education courses and provide it at the time of license renewal.

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Q. How can I check on the number of hours of Continuing Education that I have completed?

A. Certified and registered contractors can simply go to <http://www.myfloridalicense.com>, activate your account and check your Continuing Education completed.

All contractors licensed by the Pinellas County Construction Licensing Board, not certified or registered with the Construction Industry Licensing Board or Electrical Construction Licensing Board, have the responsibility to maintain their individual course completion certificates and provide them at the time of license renewal.

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Q. What do I do if I don't have a computer?

A. Local Libraries have computers for the public to use at no cost. Copies of this memorandum, and Provider Lists can be obtained on the PCCLB's website [www.pcclb.com](http://www.pcclb.com) or at the Pinellas County Construction Licensing Board, 12600 Belcher Road, Suite 102, Largo, FL 33773.

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Q. Is there a cost to take Continuing Education courses?

A. Usually, however, Providers control the cost, length of course, subject matter, frequency and schedule of the Providers' approved courses. Many trade association offer courses at trade shows, business meetings, and educational conferences. Check the Provider Lists for more detailed information regarding their individual courses.