



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 1, Addendum # 1
Replaces: new
Administered by: OEDM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy State Fire Marshal

SUBJECT: CONTINUING EDUCATION CREDITS

PURPOSE:

To clarify and define the policy of the Office of Education and Data Management (OEDM) concerning the approval or denial of credit for fire and building official continuing education.

DISCUSSION:

Pursuant to C.G.S. § 29-262 (b) and 29-298, building officials and fire officials, respectively, are required to complete a specified number of hours of continuing education, over a three-year period, in order to maintain licensure or certification status. For continuing education programs other than those offered by the OEDM, the Office of the State Building Inspector (OSBI) or the Office of State Fire Marshal (OSFM), the code official must: (1) attend a program approved by the OEDM, and (2) present proof of successful completion of such program

In order to facilitate the accumulation of continuing education credits for training programs outside OEDM, the following policy is established. The OSFM endorses that policy as set forth in the following.

POLICY:

- (1) Continuing education programs must be relevant to the duties of the code official seeking credit. There should be a clear linkage between the subject matter presented in the continuing education program and the duties of the code official. Cross training of code officials is allowed to a maximum of 45 credit hours per three-year training cycle.
- (2) Continuing educational programs must be instructional and attended in person by the individual applying for continuing educational credits. The program should be designed to impact knowledge, skill or ability related to the duties of the code official. The applicant must have attended the program in person. The OEDM will consider, on a case-by-case basis, awarding credit for self-study or distance learning methodologies administered by an accredited college or university, or a recognized national organization (e.g. BOCA, FEMA, NFPA).
- (3) The OEDM will consider awarding credit for documented service on certain state or national professional organization panels or committees. The OEDM may, upon review of appropriate documentation, award continuing education credits for service on a national professional organization panel or committee (e.g. NFPA, BOCA, 541 Committee, etc.). Such credit will be awarded at a rate of 50% total time attended to a maximum accumulation of 45 credits per three-year cycle.
- (4) The OEDM will consider awarding credit for documented attendance at certain national professional conferences/organization meetings. The OEDM may, upon review of appropriate documentation, award continuing education credits for attendance at national professional conferences/organization meetings (e.g. NFPA or BOCA). Where actual attendance time cannot be accurately accounted for, credit will be awarded at the rate of 50% total time attended to a maximum accumulation of 45 credits per three-year training cycle.
- (5) The OEDM will award credit for Connecticut Codes and Standards Committee Activities. Attendance and participation at Connecticut Codes and Standards Committee and Sub-Committee meetings will be credited on an hour-for-hour basis. However, the maximum accumulation of such credit will be 45

hours per three-year training cycle. Participation in administrative appeals to the Committee will not be recognized for the award of continuing education credit.

- (6) The applicant must fully complete and submit the official application form to the OEDM. It is the responsibility of the applicant applying for continuing education credit to ensure that the application form being submitted is the most current in use by the OEDM. The applicant must provide all information requested on the form, including, but not limited to, program title; hours attended; date started and date completed; program sponsor; location of program. In addition, the applicant must provide, as indicated on the credit application form, at least one form of proof of attendance. A certificate of completion or official transcript will be considered the strongest form of documentation. When a certificate of completion or official transcript is not submitted, the OEDM may request that the applicant provide additional sources of information beyond that which was submitted.
- (7) It is the responsibility of the OEDM to determine the appropriateness of the continuing education, as well as the number of credit hours granted. The OEDM is responsible for reviewing the content of continuing education programs in order to determine their relation to the duties of the code official. Should the OEDM determine that a program of continuing education is not related to the duties of the code official, it shall notify the applicant of such determination. Should the OEDM determine that the number of continuing education hours to be awarded is less than that indicated on the application, the applicant will not be directly notified. However, applicants may track their accumulation of continuing education credits either by contacting the OEDM, or consulting a printout of their accumulated continuing education credits which is mailed to their address of record annually.
- (8) Appeal Process. Should an applicant feel aggrieved with regard to the rejection of a program of continuing education by the OEDM, the applicant may, on forms provided by the OEDM, present such grievance to the Building Code Training Council, in the case of a building official, or the Fire Marshal Training Council, in the case of a fire official. Following its review, the appropriate council will present its recommendation to the OEDM. In all cases, however, the OEDM, in consultation with the State Building Inspector or the Deputy State Fire Marshal, will make the final determination.

Date:

TO:

FROM: Wayne H. Maheu
Office of Education & Data Management, 3-C

SUBJECT: CONTINUING EDUCATION CREDIT

We are in receipt of your application for continuing education credit for the course you attended on the following subject: "Engine Company Operations for Private Dwelling Fires."

After a thorough review, I regret to inform you that the above course does not appear to meet any of the duties and responsibilities mentioned in Chapter 541 of the Connecticut General Statutes. Consequently, we are unable to approve your request for training credit.

If you wish to appeal this decision to the Fire Marshal Training Council, please complete the enclosed form and return it to: Chairman, Fire Marshal Training Council, Office of Education & Data Management 3-C, P.O. Box 2794, Middletown, Connecticut 06457-9294.

If you have any questions, please feel free to contact this office at (860) 685-8330.

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