



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC WORKS



TO: DPW D & C Staff
FROM: David J. O'Hearn, Deputy Commissioner
DATE: March 23, 2006
SUBJ: Licensed Building Official Policy

James T. Fleming
Commissioner

Licensed Building Official Policy

The Department of Public Works supports and encourages licensure as a Connecticut Building Official. The Department has been and continues to be committed to building safe and well constructed buildings. The Department has, and will continue, to allow employees to use normal working time to take courses to become licensed or to fulfill their continuing education requirements.

In order to provide uniformity in allowing time for these classes, the following policy will be utilized:

1. Initial Licensure

- a. Employees may register for initial licensure, with the approval of their immediate supervisor and that supervisor's immediate manager. Approval shall be based on the resource requirements of the Department and the supervisor's judgment as to that employee's ability to manage existing workload.
- b. Should an employee receive licensure by attending courses either fully or partially in a paid status, they will be expected to attain the necessary minimum continuing education credits to maintain their license.
- c. Should an employee receive licensure by attending courses either fully or partially in a paid status, they will be expected to act in the capacity of that licensure when directed by the Department.

2. Continuing Education

- a. Employees may register for continuing education courses, with the approval of their supervisor, up to a total of the annual hours required for their certification. Approval shall be based on the resource requirements of the Department.
- b. Course hours beyond the minimum required to maintain an employee's license must be approved by the employee's supervisory chain and the Deputy Commissioner. Approval will be based on applicability of the course to the needs of the Department and the resource needs of the Department.
- c. Should an employee attend continuing education courses either fully or partially in a paid status, they will be expected to attain the necessary minimum continuing education credits to maintain their license.
- d. Should an employee attend continuing education courses either fully or partially in a paid status, they will be expected to act in the capacity of that licensure when directed by the Department.