



Ohio Administrative Code

Rule 4101:7-3-04 Approval process for continuing education courses.

Effective: July 1, 2025

Except for the organizations listed in rule 4101:7-3-01(L), course sponsors seeking board approval for educational courses are to submit the board-provided form for continuing education course approval together with documents demonstrating the course contents, qualifications of instructors, and course objectives.

(A) Applications are to be submitted at least seven days prior to the education committee meeting or the electrical safety inspector advisory committee meeting, if the course is primarily based on application of the electrical code within the Ohio building code or residential code of Ohio. A meeting schedule can be found at the board of building standards' web page, located at <https://com.ohio.gov/divisions-and-programs/industrial-compliance/boards/board-of-building-standards>

(B) Application review. Upon receipt of a complete application for course approval, the board of building standards education committee is to review the application and make a recommendation for approval, approval with conditions, or denial to the board. Following receipt of the committee's recommendation, the board may approve, table pending further review and/or receipt of additional documentation, deny the application for course approval, or take such other action as the board deems appropriate.

(1) Course approval number. Approved courses are to be issued a course approval number with the prefix "BBSyyyy" based on the calendar year.

(2) Course approval expiration. Continuing education course approval will expire on December thirty-first of each year.

(3) Course renewal. The course sponsor may apply for renewal of current or expired courses, provided there is no change in course content or length. If approved, the course sponsor will receive a new approval and approval number for each course for the subsequent year. Applications for



course renewal are to be processed administratively.

(4) Code Change: Upon adoption of new codes, courses based upon replaced codes will not be eligible for renewal. Course providers will need to update code references within their courses and resubmit for committee and board approval.

(5) Course credit. Courses may be applied to each certification for which training is required. No credit will be approved for duplicate course numbers within the same certification period. Instructors of board approved courses may apply three course hours for every one course hour taught toward their own board certification continuing education requirements, except for duplicate courses within the same certification period.

(C) Board approved course sponsor requirements. Course sponsors are to comply with the following.

(1) Schedule and location. Provide date(s), time(s), and location(s) the course will be taught, or, if offered online, the website location of course offered.

(2) Advertising. Course promotions should include accurate information about course title, board approval, credit hours, and cost.

(3) Certificate for course completion. Course sponsors are to provide participants with a certificate of completion containing the name of the participant, title of approved course, BBS approval number, date and location of session, number of contact hours awarded, certification types for which course is approved, and signature of authorized sponsor or instructor.

(4) Attendance reporting. The sponsors of approved continuing education course are to provide the board with a list of participants who completed the course including: name, personnel certification ID, BBS course number, and date, using the board prescribed method of reporting.

(5) No partial credit. To obtain continuing education credit, participants are to attend the complete course(s) as presented by the instructor; and,

(6) No retroactive approval. The board does not provide retroactive approval for continuing



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #339240

education courses presented prior to submission of an application for approval. Submit application for course approval at least 7 days before education committee meeting to ensure committee review.