

**RESIDENTIAL BUILDERS AND
MAINTENANCE & ALTERATION CONTRACTORS
** RENEWAL & CONTINUING COMPETENCY REQUIREMENTS ****

**How many hours of continuing competency do I need to report at
the time of renewal in 2011?**

- The number of continuing competency hours required for the 2011 renewal depends on the issuance date of the license:
 - Individuals who were initially licensed prior to January 1, 2009 are required to have 3 hours of continuing competency as follows [MCL 339.2404b(2)]:
 - 1 hour covering building codes and laws related to the licensed occupation.
 - 1 hour covering safety.
 - 1 hour covering changes in construction and business management laws.
 - Individuals who were initially licensed between January 1, 2009 and May 31, 2009 are required to have at least 6 hours of continuing competency toward a total of 21 hours that must be completed within the first 3 years of licensure [MCL 339.2404b(2)].
 - Individuals who were initially licensed after May 31, 2009 are required to have at least 3 hours of continuing competency toward a total of 21 hours that must be completed within the first 3 years of licensure [MCL 339.2404b(2)].
- You can find your license issuance date by using the Bureau of Commercial Services license verification tool at www.michigan.gov/licenselookup.
- For information on courses and activities in your area, you may contact your local builders' association, a precensure course provider, the Bureau of Construction Codes, or MIOSHA.

**What courses and activities can I complete to fulfill the continuing
competency requirement?**

2011 MR 3, R 338.1564(1) permits any of the following:

- Teaching or successfully completing any approved precensure course, Bureau of Construction Codes code update course, MIOSHA safety course, or college course.
- Successfully completing a comprehensive test administered by the department or the department's third-party testing contractor.
- Participation in a school-sponsored mentoring program.
- Presenting or attending a seminar, in-house course, workshop, technical presentation, or training made at a meeting, convention, or conference by a trade association, research institute, risk management entity, manufacturer, supplier, governmental agency, consulting agency, or other entity.
- Publication of an article in a trade journal or a regional magazine as an expert in the field.
- Active participation in an occupational or technical society, state advisory or review committee.
- Serving as a member or attending a state Residential Builders' and Maintenance & Alteration Contractors' Board meeting or a state Construction Code Commission meeting.
- Participating in a code hearing conducted by the International Code Council or Bureau of Construction Codes.
- Participating in research conducted in conjunction with a college or university, trade association, or manufacturer.
- Any continuing competency course or activity may be earned through distance learning [2011 MR 3, R 338.1566(3)].

Aside from the 1 hour in building codes and laws, 1 hour in safety, and 1 hour in changes in business and construction management law, what other topics can the courses/activities cover?

- Courses and activities must be relevant to the licensed occupation and may include any of the following [2011 MR 3, R 338.1564(2)]:
 - Business management, estimating, and job costing.
 - Design and building science.
 - Contracts, liability, and risk management.
 - Marketing and sales.
 - Project management and scheduling.
 - Carpentry; concrete; swimming pool installation; waterproofing a basement; excavation; insulation work; masonry work; painting and decorating; roofing; siding and gutters; screen or storm sash insulation; tile and marble work; or house wrecking.
 - Accounting and safekeeping for monies received from a customer, including the requirements of a building contract fund (MCL 570.151).
 - Accounting, finance, and taxes.
 - Personnel management.
 - Communication and customer service.
 - Environmental or land use analysis.
 - Life safety.
 - “Green” building.
 - Zoning and governance policies and procedures.
 - Mold, lead, asbestos, or other hazardous material mitigation.

How do I prove that I fulfilled the continuing competency requirement?

- At the time of license renewal, a licensee must state that he/she has fulfilled the continuing competency requirement by responding to the questions on the back of the renewal application.
- All licensees must maintain documentation for at least 5 years showing completion of activities counted toward meeting the continuing competency requirement [MCL 339.2404(6)].
- No documentation needs to be sent to the department, it will be requested if a licensee is selected for an audit [MCL 339.2404b(9)].

Do I need to have a current copy of the Michigan residential code? How can I get one?

- An applicant for renewal must state that he/she has a current copy of the Michigan residential code [MCL 339.2404(5)].
- Licensees may purchase a copy of the 2009 Michigan Residential Code from the International Code Council at a discounted cost of \$81.50. This is a member price offered by ICC if the book is ordered via the Bureau of Construction Code’s website at www.michigan.gov/bcc. A link to purchase the 2009 Residential Code book is on the front page of BCC’s website in the “What’s New” section. Limited supply of code books are available for pickup only at the Bureau of Construction Codes Reception Desk, 2501 Woodlake Circle, First Floor, Okemos MI; only cash, personal checks, or money orders will accepted for purchase of the code book. Licensees may want to contact the BCC office at (517) 241-9313 to check availability of the code book.