

Education and Training Program Approval Application
 Michigan Department of Licensing and Regulatory Affairs
 Bureau of Construction Codes
 P.O. Box 30255, Lansing, MI 48909
 Phone: 517-241-9316
 www.michigan.gov/bcc

Agency Use Only

PROGRAM APPROVAL NUMBER

Authority: 1986 PA 54	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
Penalty: Failure to provide the information may result in denial of your request.	

Act 54 of 1986 and the Building Official, Plan Reviewers, and Inspector Registration Rules requires the Construction Code Commission to review and approve educational and training programs offered to building officials, plan reviewers and inspectors to meet their continuing educational and training requirements as defined by the Act. Providers of educational and training programs shall complete this form and submit it to the address listed above with the required fee.

Instructors – You may **NOT** offer an educational or training program until approval has been granted from the Bureau of Construction Codes giving specific categories and hours of instruction. This will help eliminate discrepancies for course offerings. Please read and complete this application thoroughly and provide all requested information. Questions regarding completion of this form may be directed to division staff at 517-241-9316 or lara-bcc-licensing@michigan.gov.

Approval is evidenced by a program approval report prepared by the bureau and issued to the applicant. This will include the date, conditions and period of approval. Approval is typically granted for the three year registration cycle, or the remainder of the cycle.

Fee: The fee for **each program** is **\$150.00**. Make check or money order payable to the **State of Michigan**.

Applicant Information (The name of the contact person provided below is the individual who may be contacted regarding the program. This person's name will appear on material distributed to registrants. If the application is made by an organization, association or educational institution, please include the contact person.)

CONTACT PERSON					
1.	ORGANIZATION / ASSOCIATION / EDUCATIONAL INSTITUTION (If applicable)			TELEPHONE NUMBER (Include Area Code)	
	ADDRESS	CITY	STATE	ZIP CODE	E-MAIL ADDRESS

Program Information

2.	<input type="checkbox"/> New Program (Complete application in its entirety) <input type="checkbox"/> Renewal Application - If your program is identical to a program you have already received approval for, you need only complete the following: Section 1 above, BCC Program Number, Page 2, Sections 3 and 4 on Page 3. Approved BCC Program Number _____
	Program Name - Provide the name of the program as you wish it listed. <i>(A separate application is required for each program. List one program name only.)</i>
	Attach a copy of the curriculum or teaching outline to the application. <i>The application cannot be processed without a thorough curriculum or outline. (Not required if program is exact renewal of previous cycle)</i> Program Purpose and Objective - A clearly defined statement of purpose and objective as it applies to Act 54 registered code officials must be provided.

Program Information (continued)

Provide the basis, code or standards used for the development of the program.

Training equipment, teaching aids or instructional materials to be used.

Is this program a home study course? (i.e., video tape, audio cassettes or correspondence course) Yes No

Will this program be offered on a continual basis? Yes No

Is the program intended for a particular conference or seminar and offered only on a specific date? Yes No

If yes, provide the conference/seminar, location and date.

CONFERENCE/SEMINAR _____

LOCATION _____

DATE OF CONFERENCE/SEMINAR _____

Identify the category/ies this program is designed to meet. If the program is Specialty or Technical, include the code inspector/official classification the program is intended for. (Note: If the program is designed to include more than one category, the curriculum or teaching outline must include the category identification by topic.) **Participants must attend the entire program to receive credit. Partial credits will not be given.**

Administration - Programs designed to enhance an applicant's understanding of laws, rules and the administration and enforcement of related statutes and regulations.

Contact Hours - Provide the number of contact hours required to conduct the program.
Contact hours must be provided as *full* hours. _____ Hours

2.

Communication - Programs designed to enhance an applicant's communication skills with the public and may include technical writing, public speaking, working with people and other similar topics.

Contact Hours - Provide the number of contact hours required to conduct the program.
Contact hours must be provided as *full* hours. _____ Hours

Specialty - Programs designed to increase an applicant's knowledge of inspection and construction techniques in the various classifications.

Code Inspector/Official Classification _____

Contact Hours - Provide the number of contact hours required to conduct the program.
Contact hours must be provided as *full* hours. _____ Hours

Technical - Programs designed to discuss technical code provisions.

Code Inspector/Official Classification _____

Identify the code on which the program is based _____

(Technical hours are credited according to the code on which the program is based. Only those registered as enforcing those codes receive credit for attendance. If the program is designed to encompass more than one code, i.e., building, electrical, mechanical or plumbing, this must be shown in your curriculum or teaching outline.)

Contact Hours - Provide the number of contact hours required to conduct the program.
Contact hours must be provided as *full* hours. _____ Hours

Plan Review - Programs designed to enhance an applicant's knowledge of examining construction documents to determine compliance with applicable codes.

Contact Hours - Provide the number of contact hours required to conduct the program.
Contact hours must be provided as *full* hours. _____ Hours

Program Information (continued)

Identify the criteria or performance measurement to determine participants who successfully complete the program.

2. Identify the process for reporting participant names, registration numbers and verification of successful program completion to the Bureau of Construction Codes.

The rules require that you establish permanent records of student activities, including course titles, student attendance and course evaluation criteria. Identify by whom and where those records will be maintained.

Instructor Information *(The instructors of educational and training programs must be approved by the Construction Code Commission. If the instructor(s) identified below does not have an instructor identification number issued by the Bureau, the instructor(s) must submit an application for instructor approval before the program application may be processed.)*

3. Name of Instructor _____
BCC Instructor Approval Number _____
(Instructor Approval Application must be attached if the instructor identified above does not have a current approval number)

Name of Instructor _____
BCC Instructor Approval Number _____
(Instructor Approval Application must be attached if the instructor identified above does not have a current approval number)

Certification and Signature

4. I hereby certify all information contained in this application is true and complete. If this application is a renewal I certify the program is identical to my previously approved program submission. Falsification of this statement will result in my forfeiting any rights to continue to conduct this 1986 PA 54 educational and training program.

APPLICANT'S SIGNATURE

DATE