



**BUREAU OF CONSTRUCTION CODES  
PO BOX 30254, LANSING, MI 48909**

[www.michigan.gov/bcc](http://www.michigan.gov/bcc)

[LARA-BCC-Educational@michigan.gov](mailto:LARA-BCC-Educational@michigan.gov)

## **INSTRUCTIONS FOR PRELICENSURE EDUCATION FOR RESIDENTIAL BUILDERS AND RESIDENTIAL MAINTENANCE & ALTERATIONS CONTRACTORS SPONSORS**

**Classes May Not Be Scheduled or Advertised Until Sponsor Has Received  
Approval from the Department  
(Includes Advertising as “Pending Approval”)**

### **GENERAL INFORMATION**

Michigan’s education program is regulated by law and rule. Therefore, all approved sponsors, whether they are located in or outside the State of Michigan are required to be in compliance with the regulations.

Sponsors must receive Department approval for all educational material offered to licensee candidates. Education Curriculum may either be purchased from an already-approved source or written by the sponsor and submitted for approval. If purchasing material that has already been approved, the application approval process generally takes less time.

For Private Occupational Schools, application must be made to the Michigan Department of Labor and Economic Opportunity, Proprietary School Unit, by any private entity wishing to offer Residential Builders or M&A Contractors courses for prelicensure credit. Approval by the Proprietary School Unit is given in conjunction with the Prelicensure Section. Approval cannot be issued until all items are coordinated between the two units. You can contact the Proprietary School Unit at (517) 335-4000 or visit their website at [www.michigan.gov/pss](http://www.michigan.gov/pss) for information regarding the requirements for obtaining a proprietary school license.

### **APPLICATION PROCESS**

When filing a Sponsor application, the following documents are required in order to complete the package sent to the Department. Please refer to the Prelicensure Checklist to ensure that your application is complete before submitting it to the Department. Incomplete applications will be denied.

- 1. Prelicensure Course Approval Application and Notice Residential Builders and Residential Maintenance & Alterations Contractors (attached).** This must be completed in its entirety in order to be processed. Courses will be approved until the end of each three year license cycle.
- 2. Topic Matrix (attached)**

3. **Prelicensure Annual Instructor Approval Form Residential Builders and Residential Maintenance & Alterations Contractors (attached).** Under the statute and rule, instructors are given authority to teach only when they are affiliated with an approved sponsor.

Each **sponsor** must submit this Approval Form for each of the instructors teaching the approved material. Include the instructor's resume; a biography will not be accepted.

An instructor of prelicensure or continuing competency courses shall possess either of the following qualifications per [Rule 60](#):

- (a) Be qualified pursuant to the requirements of [MCL 339.2404b\(4\)](#).
- (b) Be qualified by experience, education, or both, to supervise and instruct a prelicensure or continuing competency course required pursuant to [MCL 339.2404b](#), including at least one of the following:
  - i. Properly licensed, certified, or approved instructor at a high school, intermediate school district, community college, university, the Bureau of Construction Codes, the Michigan Occupational Safety and Health Administration, other Government Agency or a proprietary school licensed by the department.
  - ii. Currently licensed as a residential builder or maintenance and alteration contractor with at least three years of experience in the subject matter being taught.
  - iii. Possess alternative qualifications or relevant expertise in the subject matter being taught.

The responsibilities of an instructor are detailed in [Rule 62\(2\)](#) as follows:

- (a) Compliance with all laws and rules relating to prelicensure and continuing competency courses under the act.
- (b) Providing students with current and accurate information.
- (c) Maintaining an environment conducive to learning.
- (d) Assuring and certifying attendance of students enrolled in courses.
- (e) Providing assistance to students and responding to questions relating to course materials.

**NOTE:** A school or sponsor must submit to the Bureau of Construction Codes the qualifications of each instructor to be used in an approved course not fewer than 60 days before the instructor is scheduled to begin instruction.

4. **Timed Course Outline & Detailed Course Description** The Timed Course Outline must show how many minutes of instructions per topic. The timed outline should include times for any break or lunch. The sponsor must also include a detailed course description regarding the course content that reflects how the material is relevant to residential construction or the laws & rules. You may want to include objectives and/or a written summary of a course (instructor notes, PowerPoint, etc.).

**Session Length** Currently, all classes must be at least one clock hour in length, if the Department determines that the topic may be adequately covered in that time frame. The student must attend the class in its entirety in order to receive credit. For example, if a student needs only two hours to complete the prelicensure requirement and enrolls in an approved, six-hour course, he/she is required to complete the entire six hours in order to receive a completion certificate. The sponsor may only grant credit to individuals who complete the entire course, not a partial course.

5. **Sample Certificate of Completion** All participants who have successfully completed an approved course must receive a certificate. Please review the Prelicensure Application Checklist for the information to be included on this form. The certificate must list all department-assigned course approval numbers for each course taught. This will help avoid the possibility that a licensee completes a duplicate course for which credit will not be granted. [Rule 62\(1\)\(b\)](#) requires a certificate of completion be issued to an applicant who successfully completes an approved residential builder or residential maintenance and alteration course.

The certificate shall include all of the following information:

- (i) Sponsor name
- (ii) Name of the participant
- (iii) Date course was completed
- (iv) Course name, course approval number, and number of hours approved for each area of competency listed in [MCL 339.2404b\(1\)](#) when applicable.
- (v) Signature of course instructor

6. **Delivery System (DISTANCE ONLY)** In addition to approving the course outline, the Department must also ensure that hardware and software systems are an appropriate means of delivering the course. Many of the technologies available today are powerful, but complex. The candidate should be afforded an “appropriate design and delivery system,” e.g., that an instructor is available to the licensee to answer questions about the material or the system; that mastery of the subject is required for completion; that the material cannot be manipulated or altered; that the method of delivery is appropriate for the subject matter. All of the following are **mandatory** for approval, and you must submit the necessary information to show that the course meets the requirements listed below.

- (a) A course where instructor and student may be apart and instruction takes place through online or electronic media.
- (b) A course which includes, but is not limited to, instruction presented through an interactive computer system and which fulfills the requirements in [Section 2404b](#) of the act.
- (c) Individual modules of interactive instruction which provide access to an instructor, offered through online or electronic media.
- (d) A list of at least one learning objective for each module of instruction. The learning objective or objectives shall ensure the entire content of the course is understood.

- (e) A structured learning method that enables the student to attain each learning objective.
- (f) A method of assessment of the student's performance during each module of instruction.
- (g) A remediation of any student who is deficient in the assessment to repeat the module until the student understands the course content material.
- (h) An acceptable method of ensuring that the student achieves the approved hours in the course.
- (i) An acceptable method of remedying hardware and software failures.
- (j) Documentation demonstrating successful completion of a course.

### **ADDITIONAL INFORMATION**

**Students Records:** A school, institution, sponsor or instructor needs to establish and maintain a record for each student attending their sessions. These records must be maintained for a period of five years.

**Processing Timeframes:** Please allow 60 days for processing. The Department will notify you in writing of approval, notice of incomplete application, or denial.

**Advertising:** Remember that courses cannot be advertised, scheduled, or held until they have been approved by the Bureau of Construction Codes.

The updated forms are available on the website at [www.michigan.gov/bcc](http://www.michigan.gov/bcc) under **Licensing, Examinations & Continuing Education**. Any questions you may have regarding your application may be directed to the Building Trades Section at [LARA-BCC-Educational@michigan.gov](mailto:LARA-BCC-Educational@michigan.gov). Thank you for your cooperation and attention to the information presented here.

**BCC reserves the right to request and receive all documentation used in a course for audit and reviewing purposes.**

## PRELICENSURE EDUCATION APPLICATION CHECKLIST FOR COURSE APPROVAL RESIDENTIAL BUILDERS AND RESIDENTIAL MAINTENANCE & ALTERATIONS CONTRACTORS

The following checklist is for your use in assembling and submitting the materials required for your application to offer courses. **You do not have to return this form.**

### Sponsor Application

- ✓ If high school, college or university or Intermediate School District, please provide a letter from sponsor or Board (District Superintendent, High School Principal) authorizing participation.

### Topic Matrix

### Instructor Approval Form

- ✓ Submit this form for any instructor who hasn't previously been approved.
- ✓ Attach resume

### Timed Course Outline & Detailed Course Description – Must Include:

- ✓ Sponsor Name, Address and Telephone Number
- ✓ Name of the Subject(s) to be taught
- ✓ How many minutes each subject is given, inserting how many minutes for any breaks or lunch – (Minimum of one 15-minute break is mandatory for each two hours of instruction)
- ✓ Written summary/description of course (Instructor notes, PowerPoint, etc.)

### Sample Certification of Completion – Must Include, at a minimum:

- ✓ Sponsor Name
- ✓ Name of Participant
- ✓ Date of Course Completion
- ✓ Sponsor Approval Number (XXXX)
- ✓ Course Approval Number (XXXX) for each course taught
- ✓ Course Name and Number of Clock Hours approved showing topic hours per Topic Matrix
- ✓ Signature of Sponsor Coordinator or Instructor

### Proprietary School Unit License (Proprietary Schools Only)

### Delivery System (Distance Only)

- ✓ A course where instructor and student may be apart and instruction takes place through online or electronic media.
- ✓ A course which includes, but is not limited to, instruction presented through an interactive computer system and which fulfills the requirements in [section 2404b](#) of the act.
- ✓ Individual modules of interactive instruction which provide access to an instructor, offered through on-line or electronic media.
- ✓ A list of at least one learning objective for each module of instruction. The learning objective or objectives shall ensure the entire content of the course is understood.
- ✓ A structured learning method that enables the student to attain each learning objective.
- ✓ A method of assessment of the student's performance during each module of instruction.
- ✓ A remediation of any student who is deficient in the assessment to repeat the module until the student understands the course content material.
- ✓ An acceptable method of ensuring that the student achieves the approved hours in the course.
- ✓ An acceptable method of remedying hardware and software failures.
- ✓ Documentation demonstrating successful completion of a course.

FOR OFFICE USE ONLY
Approved By
Date Approved
Sponsor No.
Course No. Assigned
Course Expiration
Hours Approved
App ID

Please check one:

**New Course**

**Course Previously Approved**

(Enter Previous Course Number)

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## PRELICENSURE COURSE APPROVAL APPLICATION AND NOTICE RESIDENTIAL BUILDERS AND RESIDENTIAL MAINTENANCE & ALTERATIONS CONTRACTORS

Authority: [1980 PA 299](#)

**A. COURSE INFORMATION (Complete one form for each course offered, information listed will appear on the Department website.)**

Sponsor Name	Sponsor Telephone Number (include area code)	MI Sponsor Number, If Known
Address of Sponsor	City, State, Zip Code	
Web Address	E-mail Address	
Sponsor Type	<input type="checkbox"/> High School <input type="checkbox"/> Intermediate School District <input type="checkbox"/> State Agency <input type="checkbox"/> College or University <input type="checkbox"/> Trade Association <input type="checkbox"/> Proprietary School _____ <small>MI Proprietary School Number</small>	
Coordinator's Name (First, Middle, Last)	Coordinator's Telephone Number:	
	Languages Course Offered In:	
Course Name	Number of Classroom Hours	Course Type Online Classroom

**B. ATTENDANCE POLICY**

How is attendance monitored?  <input type="checkbox"/> Sign In <input type="checkbox"/> Other - Please describe: _____
Is there a class makeup policy? If yes, please describe:  <input type="checkbox"/> Yes <input type="checkbox"/> No

**C. METHOD OF GRADING**

Describe method of grading (include passing/failing scores)
Describe other standards students must meet to pass the course

**D. INSTRUCTOR INFORMATION**

If a new instructor, the Prelicensure Annual Instructor Approval Form (attached) must be filled out and submitted with a resume. If using an instructor that is already approved the following information is required:

Instructor Name(s)	School Name	School Number

**Required Documents**

- Course Outline/Detailed Course Description       Topic Matrix  
 Certificate of Completion       Instructor Approval Form

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator's Printed Name (First, Middle, Last)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

**Topic Matrix**  
**Residential Builder or Residential Maintenance and Alteration Contractors**  
**Pre-Licensure Hours Required**

Course Topics		Required Hours	Topic Hours	Elective Hours
<b>Business Management, Estimating and Job Costing</b>		<b>6</b>		
	Business Management			
	Estimating			
	Job Costing			
<b>Design and Building Science</b>		<b>6</b>		
	Design and Building Science			
<b>Contracts, Liability, and Risk Management</b>		<b>6</b>		
	Contracts			
	Liability			
	Risk Management			
<b>Marketing and Sales</b>		<b>6</b>		
	Marketing			
	Sales			
<b>Project Management and Scheduling</b>		<b>6</b>		
	Project Management			
	Scheduling			
<b>Current Michigan Residential Code</b>		<b>6</b>		
	Michigan Residential Code			
<b>Construction safety standards promulgated under the Michigan occupational safety and health act, <a href="#">1974 PA154, MCL 408.1001 to 408.1094.</a></b>		<b>6</b>		
	Michigan Construction Safety Standards			
<b>Subject Matter Electives</b>		<b>18</b>		
	Electives			
<b>TOTAL HOURS</b>		<b>60</b>		

<b>FOR OFFICE USE ONLY</b>
Date Approved:
Approval Year:

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## PRELICENSURE ANNUAL INSTRUCTOR APPROVAL FORM RESIDENTIAL BUILDERS AND MAINTENANCE & ALTERATIONS CONTRACTORS

Authority: [1980 PA 299](#)

### School/Sponsor Information

Name of School/Sponsor		School Approval Number	Telephone Number (include area code)	
School/Sponsor Coordinator's Name				
School/Sponsor Address	City	State	Zip Code	

### Applicant Information

Name of Applicant			
Applicant's Address	City	State	Zip Code
Telephone Number (include area code)	Cell Phone Number (include area code)	Fax Number (include area code)	
E-Mail Address		Website	

**Please provide the following information and check the appropriate boxes:**

1. <input type="checkbox"/>	Currently an instructor at a high school, ISD, community college or university.
<b>OR</b>	
2. <input type="checkbox"/>	NAHB Approved Instructor
	a. Copy of Certification or Letter of Approval from NAHB attached.
<b>OR</b>	
3. <input type="checkbox"/>	A person properly licensed, certified or authorized by the Department or other governmental agency.
	Name of agency and/or certification _____
	a. Certification attached.
<b>OR</b>	
4. <input type="checkbox"/>	A Person who possesses alternative qualifications approved by the Department and is qualified by experience, education or both to supervise and instruct a course of study as outlined in sections <a href="#">2404b(1)(2) &amp; (3)</a> .
<b>OR</b>	
5. <input type="checkbox"/>	A licensed Residential Builder or Maintenance & Alterations Contractor with at least 3 years of experience in the subject matter being taught.
	a. Michigan License Number _____
	b. If out-of-state, copy of license attached.
<b>OR</b>	
6. <input type="checkbox"/>	Other: _____
<b>AND</b>	
7. <input type="checkbox"/>	I have attached a copy of my resume.

Instructor's Signature	Instructor's Printed Name (First, Middle, Last)	Date
School Coordinator's Signature	School Coordinator's Printed Name (First, Middle, Last)	Date

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