RESIDENTIAL BUILDERS AND M & A CONTRACTORS
** RENEWAL & CONTINUING COMPETENCY REQUIREMENTS **

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

Reference: MCL 339.24046(2)

- If you were originally licensed *prior to January 1, 2009* you are required to complete the following every 3 years:
  - ❑ 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

- If you were originally licensed *after January 1, 2009* you are required to complete the following every 3 years for the first 6 years of licensure: •
  - ❑ A minimum of 3 hours each year
  - ❑ A total of 21 hours within the first 3 years of licensure and an additional 21 hours during the second 3-year license cycle consisting of:
    - ❑ 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
    - ❑ 18 hours of "other topics" (see below)

- If you were originally licensed *after January 1, 2009* and have been licensed for more than 6 years you are required to complete the following every 3 years:
  - ❑ 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

- You can verify your license issuance date by visiting **https://aca-prod.accela.com/lara/**

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

Reference: 2011 MR 3, R 338.1564(1) and 2011 MR 3, R 338.1566(3)

- Teaching or successfully completing any approved prelicensure 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.

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 are the "other topics?"
Reference: 2011 MR 3, R 338.1564(2)

- Courses and activities must be relevant to the licensed occupation and may include any of the following:
  - 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; roofmg; 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

For information on courses and activities in your area, you may contact your local builders' association, a prelicensure course provider, the Bureau of Construction Codes, or MIOSHA.

How do I prove that I fulfilled the continuing competency requirement?
Reference: MCL 339.2404(6) end MCL 339.2404b(9)

- At the time of license renewal, a licensee must state that he/she has fulfilled the continuing competency requirement.
- All licensees must maintain documentation for at least 5 years showing completion of activities counted toward meeting the continuing competency requirement
- No documentation needs to be sent to the department. Documentation will be requested if a licensee is selected for an audit

Do I need to have a current copy of the Michigan residential code? How can I get one?
Reference: MCL 339.2404415)

- A renewal applicant must state he/she has a current copy of the Michigan Residential Code.
- The 2015 Michigan Residential Code book is available to purchase from the Bureau's website at www.michigan.gov/bcc, then selecting Administrative Rules, Codes, Public Acts & Standards.

Visit www.michigan.gov/bcc to obtain additional information. IMPORTANT: You must renew your license(s) on-line at https://aca3.accela.com/lara/

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