



Application for Outside Credit Approval

Complete this form to determine if a non-OEDM course is eligible for credit, or to verify attendance at a non-OEDM course. In either case, documentation is required. Applications received without adequate information will not be processed. **It is strongly recommended that a course be evaluated for credit hours prior to attending the class.**

Application for course approval

Application **must** include: **1.** Outline of Course Curriculum or Description **2.** Training schedule with information highlighted that indicates **content pertinent to Code Official duties** **3.** Instructor name and qualifications.

Verifying attendance for continuing education credits

Documentation **must** include one of the following: Certificate of course completion, official document signed by instructor of record, or transcript.

Course Information

License or Certification to which the credits will apply: Building Fire

Course/Program Title _____
As written on attached training schedule

Dates of Training _____ Training Location _____ Credit Hours Requested _____

Program Sponsor _____ Sponsor phone _____

Applicant Information

ID Number _____
First 3 letters of last name—last 4 digits of Social Security Number

Name _____
first middle initial last

Mailing Address _____
city state zip

Email Address _____ Phone _____

Applicant's Signature Date

For Office Use Only	Course Number	Credit Hours	Approved
----------------------------	----------------------	---------------------	-----------------

Applicant Record

Course Title _____ Course Number _____

Date(s) Attended _____ Course Location _____ Credits Earned _____

Name _____

Where to Send the Form and Documentation
Connecticut Department of Administrative Services
Office of Education and Data Management
450 Columbus Boulevard—Suite 1306
Hartford, CT 06103

Fax:
860.920.3093

Email:
OEDM@ct.gov

Continuing Education Credit Statutory Requirements

Pursuant to Connecticut General Statutes 29-262(b) and 29-298, building and fire code officials are required to complete a specified number of continuing education hours over a 3-year period in order to maintain licensure or certification:

29-262 (b)	Building Code Officials	
	Building Official (BO)	90 hours over 3 years
	Assistant Building Official (ABO)	90 hours over 3 years
	Plan Reviewer Technician (PRT)	90 hours over 3 years
	Residential Building Inspector (RBI)	60 hours over 3 years
	Construction Inspector (CI)	30 hours over 3 years
	Electrical Inspector (EI)	30 hours over 3 years
	Mechanical Inspector (MI)	30 hours over 3 years
	Plumbing Inspector (PI)	30 hours over 3 years
	Heating & Cooling Inspector (HCI)	30 hours over 3 years

29-298	Fire Code Officials	
	Fire Marshal (FM)	90 hours over 3 years
	Fire Code Inspector (FCI)	60 hours over 3 years
	Fire Investigator (FV)	30 hours over 3 years

Policy Considerations

All credit hour requirements are per three-year cycle:

Building Code Officials

- For licensed BO, ABO or PRT holding an additional license(s) in any other building category: **90** credit hours
- Where **two** of the following licenses are held, MI, EI, PI, HCI, or CI: **60** credit hours
- A licensed RBI holding an additional 1 or more licenses: **90** credit hours
- Where **3 or more** licenses are held: **90** credit hours

Fire Code Officials

- For certified FM: **90** credit hours
- For certified Fire Code Inspector (FCI) and certified Fire Investigator (FV) without prerequisites: **90** credit hours
- For certified Fire Code Inspector (FCI): **60** credit hours
- For certified Fire investigators (FV): **30** credit hours

Cross training between building and fire officials is allowed to a maximum of 50% of the required hours per cycle.

OEDM will no longer review outside credit applications for individuals who have met their required credit hours.