

## **Continuing Education for Residential Builders in Georgia**

*Updated May 9, 2018*

The State Licensing Board for Residential and General Contractors has adopted rules for continuing education for residential builders in Georgia. [Click here to see the continuing education rules for license renewal](#) (Chapter 553-12 license renewal and continuing education).

*The following is a brief overview interpreted by the staff of the Greater Atlanta Home Builders Association of the rules as relates to licensed contractors.*

### **How many hours of continuing education are required?**

Presently, the Attorney General's office is interpreting this to mean that you will need to take half your hours in the first year (July 1, 2016-June 30, 2017) and half your hours in the second renewal year (July 1, 2017- June 30, 2018).

<b>License type</b>	<b>Credit hours per fiscal year</b>	<b>Credit hours for 2 year renewal period</b>
Residential Basic	3	6
Residential Light Commercial	6	12

**PLEASE NOTE:** This section of the rules can be tricky. Unless the Attorney General's Office changes their interpretation of the law, you will need to take half of your required hours in the first fiscal year and half your hours in the second fiscal year to meet the requirements of the law.

***In other words, you can't wait until the last minute to get all your hours done for your renewal.***

An applicant for renewal of a license will be required to provide a signed statement or affirmative response if renewing online, under oath, that all applicable continuing education requirements have been met.

Source: Rule 553- 12-.02; Rule 553-12-.04.

### **What records do I need to keep?**

All licensees are required to maintain records confirming attendance at and completion of continuing education, including the following information:

- (a) School or organization conducting the program;
- (b) Location of the program;
- (c) Title of program or description of content;
- (d) Program outline;
- (e) Dates attended;
- (f) Hours claimed; and
- (g) Evidence of satisfactory completion.

The Greater Atlanta Home Builders Association will provide certificates of course completion with the information listed above to all class attendees.

**PLEASE NOTE:** All HBA classes and programs that qualify for continuing education credit, the Board will require that you sign-in and sign-out to show that you participated in the full program.

The records described above must be maintained by each licensee and each program provider for two (2) years following the end of the biennium and must be submitted to the Board upon request.

Evidence of satisfactory completion must be in the form of certificates of completion, attendance records, examination, transcripts, or other independently verifiable evidence acceptable to the Board.

Source: Rule 553-12-.04.

### **What happens if I do not complete my continuing education requirements?**

Compliance with all continuing education requirements is a condition for license renewal. Failure to complete all hours of mandatory continuing education will serve as grounds to deny the renewal of a license and may result in disciplinary action being taken against a licensee.

The Board will verify on a test-basis information submitted by applicants for license renewals. In cases where the Board determines that the requirement is not met, the Board may grant an additional period of time in which the deficiencies may be cured.

Source: Rule 553- 12-.02; Rule 553-12-.04.

### **Are there exceptions?**

The Residential Division of the Contractor Licensing Board may relax or suspend the requirements of continuing education for reasons of individual hardship or health of the applicant.

Source: Rule 553- 12-.02.

### **How can you be sure that the Board will accept the class?**

*The GAHBA will ensure that all of our classes have met the criteria for continuing education with the Licensing Board. On all our advertising for classes, we will note if the class qualifies for continuing credit.*

The overriding consideration in determining whether a specific program qualifies as acceptable continuing education is that it must be a formal program of learning which contributes directly to the professional competence of an individual licensed to practice as a residential contractor by this State.

The Board has deemed the following general subject matters acceptable:

- (a) Building and related codes;
- (b) Functional fields of business (e.g., finance, marketing, personnel relations, business management, and organization);
- (c) Legal, legislative or regulatory updates;
- (d) Workplace safety;
- (e) Workers compensation; and
- (f) Building techniques and technology.

Source: Rule 553-12-.03.

**What about subjects that do not fall within these categories?**

The Board will approve subjects other than those described above if the applicant or program provider can demonstrate to the Residential Division that the subjects contribute directly to the professional competence of an individual licensed to practice as a residential contractor by this State.

If there is any question about whether the class meets the Board's criteria, the HBA will verify with the Licensing Board staff that the class is acceptable before it is advertised.

Source: Rule 553-12-.03.

**Does a program held at a lunch meeting of a local association qualify?**

Yes, assuming the general requirements outlined above are met.

The following programs will qualify if the general requirements are met:

1. Professional development programs of recognized national, state and local trade associations;
2. Technical sessions at meetings of recognized national, state and local trade associations and their chapters;
3. University or college courses;
4. Noncredit courses from a college or university; and
5. Dinner, luncheon and breakfast meetings of recognized trade associations.

Source: Rule 553-12-.03.

**What kind of courses will qualify?**

Continuing education hours may be obtained via classroom courses and/or online or correspondence courses. Online and correspondence courses, however, may not exceed 50% of the continuing education hours required.

Source: Rule 553-12-.03.

If you have any questions, please contact Valerie Siegel at [vsiegel@atlantahomebuilders.com](mailto:vsiegel@atlantahomebuilders.com) or call her at (678) 775-1469.