

**BOARD FOR CONTRACTORS EDUCATION WORKGROUP**  
**Draft MINUTES OF MEETING**  
**August 25, 2014**

The Board for Contractors Education Workgroup met on Monday, August 25, 2014, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia.

The following members of the Education Workgroup were present:

Herbert "Jack" Dyer, Jr., Chairman  
Kris Bridges  
H. Bailey Dowdy  
Richard Hibbard  
Douglas Murrow  
John Nolde, Jr.  
Paul Rimel  
Dwight "Todd" Vander Pol

The following members of the Education Workgroup were not present:

E. G. Middleton, III, Haywood Kines and Randy Baldwin were absent.  
Chancey Walker not present due to resignation.

Staff present for all or part of the meeting:

Mindy Spruill, Regulatory Boards Administrator  
Adrienne Mayo, Regulatory Boards Administrator  
Karen Bullock, Administrative Assistant,  
Compliance Specialist  
Sheila Watkins, Administrative Assistant,  
Compliance Specialist

In July Mr. Chancey Walker resigned from the workgroup.

Chairman Dyer called the meeting to order at 10:02 a.m.

## Call To Order

**Mr. Nolde** offered a motion to approve the agenda. **Mr. Vander Pol** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel, and Vander Pol.** **Kines, Middleton and Baldwin, were absent.**

## Approval of the Agenda

**Mr. Nolde** offered a motion to approve the minutes of the June 23<sup>rd</sup> meeting. **Mr. Vander Pol** seconded the motion, which was approved unanimously. Members voting “Yes” were: **Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel, and Vander Pol.** **Kines, Middleton and Baldwin, were absent.**

## Approval of Minutes

**There was no public comment.**

## Public Comment

**Ms. Spruill** briefed the members of the workgroup on the status of the Regulations. She shared that all Regulations have moved from the Secretary’s desk to the Governor’s office.

## Regulatory Update

No workgroup action needed.

**The workgroup members were given a handout that included a compilation of the survey data and the comments received.** After reviewing the data the members discussed the contents of the handout in detail with respect to continuing education. **Ms. Spruill** shared that surveys were mailed to 500 Tradesman and currently 170 have responded. Their responses were compiled and provided in the handout for workgroup’s consideration. **Staff shared** that based on the survey results and the comments of the workgroup the suggestions and constructive criticism of survey responders will be compiled and presented in October at the next meeting for the group’s consideration and recommendation.

## Survey Update and Discussions

**Ms. Spruill** addressed the group about the continuing education handout.

## Staff Recommendations

The workgroup members decided to review the handout and critique each area. Their recommendations are:

Online offerings:

- Keep online options and enhance the security measures.
- Consider Provider fees and Course fees.
- Initial application fees and renewal fees.
- Separate course fees with expiration 6 months after Virginia's code change.
- Consideration of non code update courses expiration date.

#### Course Expiration Dates:

- Staff to review, critique other area i.e. Real Estate, CNG, and provide feedback and additional options for consideration to the workgroup at the October meeting.
- Test creation and Cost assessment.
- Pay if you fail assessment test.

#### Knowledge Assessment:

- Provide the option of pre testing.
- Perhaps proctor the exam.
- Economic burden to the licensee.
- Consideration of Regulatory requirements.
- The workgroup wants staff to gather additional information on how other states completes this process; specifically Colorado. Workgroup wants staff to review monitoring, fees, online options and costs involved.

#### Expanded Course Offerings:

- Confer with Board counsel for change requirements
- Management of primary and supplemental courses.
- Review management of partial course completion, i.e. Real Estate.
- Expansion of course offerings.
- Primary and supplemental course changes.
- Electable in addition to code update I code hasn't updated within the renewal cycle.

#### Licensing the provider/courses/instructors

- Recommendations were included in course expiration dates area.

#### Additional Discussion:

- Requiring Tradesman on the job site – would like to look into this as a regulatory change option.

**The group took a break for lunch from 12:15 am to 12:42 pm.**

**Lunch Break**

**Open discussion/topics**

**Open discussion/topics  
for October Meeting**

The workgroup discussed the following:

- Licensed Tradesman on the jobsite/Regulatory Requirements
- Continuing Education Change Requirements
- Workgroup requests staff to send out proposal along with agenda to members
- Thanks to all for participation and hard work exhibited.

There will be a Workgroup meeting Monday, **October 20th, 2014**. The work of this group needs to be wrapped up by October so the information can be presented to the full board by December of 2014.

**Next Workgroup meeting**

Chairman Dyer requested a motion to adjourn the meeting. **Mr. Vander Pol** made a motion to adjourn the meeting at 1:04 p.m. **Mr. Hibbard** seconded. By unanimous vote, Chairman Dyer adjourned the meeting. Members voting "Yes" were: Bridges, Dowdy, Dyer, Hibbard, Murrow, Nolde, Rimel and Vander Pol. Baldwin, Kines and Middleton were absent.

**Adjourn**

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Herbert "Jack" Dyer, Chairman

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Date

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Jay DeBoer, Director

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Date