

PROPOSED BOARD FOR CONTRACTORS TRADESMAN REGULATIONS
ADOPTED DECEMBER 13, 2005

TRADESMAN REGULATIONS

PART I.

GENERAL.

18 VAC 50-30-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

“Affidavit” means a written statement of facts, made voluntarily, and confirmed by the oath or affirmation of the party making it, taken before a notary or other person having the authority to administer such oath or affirmation.

“Apprentice” means a person who assists tradesmen while gaining knowledge of the trade through on-the-job training and related instruction in accordance with the Virginia Voluntary Apprenticeship Act (§ 40.1-117 et seq. of the Code of Virginia).

“Approved” means approved by the Department of Professional and Occupational Regulation.

“Backflow prevention device testing” means performing functional procedures to ascertain that the device is still providing the necessary backflow protection in accordance with the Virginia Uniform Statewide Building Code.

“Backflow prevention device work” consists of and is limited to the following: (i) maintenance; (ii)

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repair; **(iii)** testing; or **(iv)** periodic inspection of cross connection control devices, including but not limited to reduced pressure principle backflow preventors, double check-valve assemblies, double-detector check-valve assemblies, pressure type vacuum breaker assemblies, and other such devices designed, installed, and maintained in such a manner so as to prevent the contamination of the potable water supply by the introduction of nonpotable liquids, solids, or gases, thus ensuring that the potable water supply remains unaltered and free from impurities, odor, discoloration, bacteria, and other contaminants which would make the potable water supply unfit or unsafe for consumption and use.

“Backflow prevention device worker” means any individual who engages in, or offers to engage in, the maintenance, repair, testing or periodic inspection of cross connection control devices.

“Board” means the Board for Contractors.

“Building official/inspector” is an employee of the state, a local building department or other political subdivision who enforces the Virginia Uniform Statewide Building Code.

“Department” means the Department of Professional and Occupational Regulation

“Division” means a limited subcategory within any of the trades, as approved by the department.

“Electrical work” consists of, but is not limited to, the following: **(i)** planning and layout of details for installation or modifications of electrical apparatus and controls including preparation of sketches showing location of wiring and equipment; **(ii)** measuring, cutting, bending, threading, assembling and installing electrical conduits; **(iii)** performing maintenance on electrical systems and apparatus; **(iv)**

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observation of installed systems or apparatus to detect hazards and need for adjustments, relocation or replacement; and (v) repairing faulty systems or apparatus.

“Electrician” means a tradesman who does electrical work including the construction, repair, maintenance, alteration or removal of electrical systems in accordance with the National Electrical Code and the Virginia Uniform Statewide Building Code.

“Formal vocational training” means courses in the trade administered at an accredited educational facility; or formal training, approved by the department, conducted by trade associations, businesses, the military, correspondence schools or other similar training organizations.

“Gas fitter” means a tradesman who does gas fitting related work usually as a division within the HVAC or plumbing trades in accordance with the Virginia Uniform Statewide Building Code. This work includes the installation, repair, improvement or removal of liquefied petroleum or natural gas piping, tanks, and appliances annexed to real property.

“Helper” or **“laborer”** means a person who assists a licensed tradesman.

“HVAC tradesman” means an individual whose work includes the installation, alteration, repair or maintenance of heating systems, ventilating systems, cooling systems, steam and hot water heating systems, boilers, process piping, backflow prevention devices, and mechanical refrigeration systems, including tanks incidental to the system.

“Incidental” means work that is necessary for that particular repair or installation.

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“Journeyman” means a person who possesses the necessary ability, proficiency and qualifications to install, repair and maintain specific types of materials and equipment, utilizing a working knowledge sufficient to comply with the pertinent provisions of the Virginia Uniform Statewide Building Code and according to plans and specifications.

“Licensed tradesman” means an individual who meets the requirements for licensure that relate to the trade which he practices.

“Liquefied petroleum gas fitter” means any individual who engages in, or offers to engage in, work for the general public for compensation in work that includes the installation, repair, improvement, alterations or removal of piping, liquefied petroleum gas tanks and appliances (excluding hot water heaters, boilers and central heating systems that require a heating, ventilation and air conditioning or plumbing certification) annexed to real property.

“Maintenance” means the reconstruction or renewal of any part of a backflow device for the purpose of maintaining its proper operation. This does not include the actions of removing, replacing or installing, except for winterization.

“Master” means a person who possesses the necessary ability, proficiency and qualifications to plan and lay out the details for installation and supervise the work of installing, repairing and maintaining specific types of materials and equipment utilizing a working knowledge sufficient to comply with the pertinent provisions of the Virginia Uniform Statewide Building Code.

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“Natural gas fitter provider” means any individual who engages in, or offers to engage in, work for the general public for compensation in the incidental repair, testing, or removal of natural gas piping or fitting annexed to real property, excluding new installation of gas piping for hot water heaters, boilers, central heating systems, or other natural gas equipment that requires heating, ventilation and air conditioning or plumbing certification.

“Periodic Inspection” means to examine a cross connection control device in accordance with the requirements of the locality to be sure that the device is in place and functioning in accordance with the standards of the Virginia Uniform Statewide Building Code.

“Plumber” means a tradesman who does plumbing work in accordance with the Virginia Uniform Statewide Building Code.

“Plumbing work” means work that includes the installation, maintenance, extension, or alteration or removal of piping, fixtures, appliances, and appurtenances in connection with any of the following:

1. Backflow prevention devices;
2. Boilers;
3. Domestic sprinklers;
4. Hot water baseboard heating systems;
5. Hydronic heating systems;
6. Process piping;
7. Public/private water supply systems within or adjacent to any building, structure or conveyance;
8. Sanitary or storm drainage facilities;

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9. Steam heating systems;
10. Storage tanks incidental to the installation of related systems;
11. Venting systems; or
12. Water heaters.

These plumbing tradesmen may also install, maintain, extend or alter the following:

1. Liquid waste systems;
2. Sewerage systems;
3. Storm water systems; and
4. Water supply systems.

“Regulant” means ~~a tradesman license or backflow prevention device certification card holder~~
an individual licensed as a tradesman, liquefied petroleum gas fitter, natural gas fitter provider
or certified as a backflow prevention device worker, or water well systems provider.

“Reinstatement” means having a ~~tradesman license or backflow prevention device worker certification~~
card restored to effectiveness after the expiration date has passed.

“Renewal” means continuing the effectiveness of a ~~tradesman license or a backflow prevention device~~
~~worker~~ certification card for another period of time.

“Repair” means the reconstruction or renewal of any part of a backflow prevention device for the
purpose of returning to service a currently installed device. This does not include the removal or
replacement of a defective device by the installation of a rebuilt or new device.

“Supervisor” means the licensed master or journeyman tradesman who has the responsibility to ensure
that the installation is in accordance with the applicable provisions of the Virginia Uniform Statewide

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Building Code, one of whom must be on the job site at all times during installation.

“Testing organization” means an independent testing organization whose main function is to develop and administer examinations.

“Trade” means any of the following: electrical, gas fitting, HVAC (heating, ventilation and air conditioning), liquefied petroleum gas fitting, natural gas fitting, plumbing, and divisions within them.

“Tradesman” means a person who engages in or offers to engage in, for the general public for compensation, any of the trades covered by this chapter.

“Water Distribution Systems” include fire sprinkler systems, highway/heavy, HVAC, lawn irrigation systems, plumbing, or water purveyor work.

PART II.

ENTRY.

18 VAC 50-30-40. Evidence of ability and proficiency.

A. Applicants for examination to be licensed as a journeyman shall furnish evidence that one of the following experience and education standards has been attained:

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1. Four years of practical experience in the trade and 240 hours of formal vocational training in the trade. Experience in excess of four years may be substituted for formal vocational training at a ratio of one year of experience for 80 hours of formal training, but not to exceed 200 hours;
2. Four years of practical experience and 80 hours of vocational training for liquefied petroleum gas fitters and natural gas fitter providers except that no substitute experience will be allowed for liquefied petroleum gas and natural gas workers;
3. An associate degree or a certificate of completion from at least a two-year program in a tradesman related field from an accredited community college or technical school as evidenced by a transcript from the educational institution and two years of practical experience in the trade for which licensure is desired;
4. A bachelor's degree received from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade for which licensure is desired; or
5. On or after July 1, 1995, an applicant with ten years of practical experience in the trade as verified by reference letters of experience from any of the following: building officials, building inspectors, current or former employers, contractors, engineers, architects or current or past clients, attesting to the applicant's work in the trade, may be granted permission to sit for the journeyman's level examination without having to meet the educational requirements.

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B. Applicants for examination to be licensed as a master shall furnish evidence that one of the following experience standards has been attained:

1. Evidence that they have one year of experience as a licensed journeyman; or
2. On or after July 1, 1995, an applicant with 10 years of practical experience in the trade, as verified by reference letters of experience from any of the following: building officials, building inspectors, current or former employers, contractors, engineers, architects or current or past clients, attesting to the applicant's work in the trade, may be granted permission to sit for the master's level examination without having to meet the educational requirements.

C. Individuals who have successfully passed the Class A contractors trade examination prior to January 1, 1991, administered by the Virginia Board for Contractors in a certified trade shall be deemed qualified as a master in that trade in accordance with this chapter.

D. Applicants for examination to be certified as a backflow prevention device worker shall furnish evidence that one of the following experience and education standards has been attained:

1. Four years of practical experience in water distribution systems and 40 hours of formal vocational training in a school approved by the board; or
2. Applicants with seven or more years of experience may qualify with 16 hours of formal vocational training in an approved school.

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The board accepts the American Society of Sanitary Engineers' (ASSE) standards for testing procedures.

Other programs could be approved after board review. The board requires all backflow training to include instruction in a wet lab.

E. An applicant for examination as a certified water well systems provider shall provide satisfactory proof to the board of at least:

1. one year of full-time practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well systems provider to qualify for examination as a trainee water well systems provider; or
2. three years of practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well systems provider and 24 hours of formal vocational training in the trade to qualify for examination as a journeyman water well systems provider; or
3. six years of practical experience in the drilling, installation, maintenance, or repair of water wells or water well systems under the supervision of a certified master water well systems provider and 48 hours of formal vocational training in the trade to qualify for examination as a master water well systems provider.

18 VAC 50-30-90. Fees for licensure; and certification and examination.

A. Each check or money order shall be made payable to the Treasurer of Virginia. All fees required

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by the board are nonrefundable and ~~the~~ shall not be prorated. The date of receipt by the department or its agent is the date that will be used to determine whether or not it is on time. Fees remain active for a period of one year from the date of receipt and all applications must be completed within that time frame.

~~B. In the event that a check, money draft or similar instrument for payment of a fee required by statute or regulation is not honored by the bank or financial institution named, the applicant or regulant shall be required to remit fees sufficient to cover the original fee, plus the additional processing charge of \$25.~~

~~C. Tradesman license original fee by examination. The fee for an initial tradesman license shall be \$90.~~

~~D. Tradesman license original fee without an examination, through successful completion of an appropriate apprenticeship program offered through the Virginia Voluntary Apprenticeship Act. The fee for an initial tradesman license shall be \$90.~~

~~E. Commencing July 1, 1995, the Department of Professional and Occupational Regulation will institute a program of issuing tradesmen's cards. Those tradesmen who hold valid tradesmen cards issued by local governing bodies prior to July 1, 1978, or by the Department of Housing and Community Development prior to July 1, 1995, must replace the old cards with new cards issued by the Board for Contractors.~~

~~In order to obtain the tradesman card issued by the Board for Contractors, the individual must use the current application form provided by the Department of Professional and Occupational Regulation. The~~

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~~fee for card exchange application and processing is \$40. As a matter of administrative necessity, the department will assign expiration dates in a manner that will stagger renewals for these applicants. Once the initial period ends, all renewals will be for a period of 24 months.~~

~~F. Commencing July 1, 1998, the Department of Professional and Occupational Regulation will institute a voluntary program of issuing backflow prevention device worker certification cards. Those individuals who hold valid backflow prevention device worker certifications issued by local governing bodies or the Virginia Department of Health prior to that date may replace those cards with new cards issued by the board.~~

~~In order to obtain the backflow prevention device worker certification card issued by the board, the individual must use the current application form provided by the department. The fee for the card exchange application and processing is \$40. The term of certification will be for a period of 24 months.~~

~~G. Backflow prevention device worker certification through the "grandfather" clause of § 54.1-1131 B 2 of the Code of Virginia expired on July 1, 1999.~~

~~H. Commencing on the November 1, 2001, the Department of Professional and Occupational Regulation will add the trades of liquefied petroleum gas fitter and natural gas fitter provider to the trades regulated by the Board for Contractors. The fee for the initial licensure shall be \$90.~~

B. Fees are as follows:

<u>Original tradesman license by examination</u>	<u>\$90.00</u>
<u>Original tradesman license without examination</u>	<u>\$90.00</u>

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Card exchange (exchange of locality-issued card for state-issued card)

<u>Virginia tradesman license</u>	<u>\$40.00</u>
<u>Liquefied petroleum gas fitter</u>	<u>\$90.00</u>
<u>Natural gas fitter provider</u>	<u>\$90.00</u>
<u>Backflow prevention device worker certification</u>	<u>\$90.00</u>
<u>Elevator mechanic certification</u>	<u>\$90.00</u>
<u>Water well systems provider certification</u>	<u>\$90.00</u>

18 VAC 50-30-100. Fees for examinations.

The examination fee shall consist of the administration expenses of the department resulting from the board's examination procedures and contract charges. Exam service contracts shall be established through competitive negotiation, in compliance with the Virginia Public Procurement Act (§ 11-35 et seq. of the **Code of Virginia**). The current examination shall not exceed a cost of \$100 for the journeyman's exam and \$125 for the master's exam for any of the trades or \$100 for the backflow prevention device worker, or water well systems provider exam exams.

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PART III.

RENEWAL AND REINSTATEMENT.

18 VAC 50-30-120. Renewal.

A. ~~Tradesman Licenses or backflow prevention device worker~~ and certification cards issued under this chapter shall expire two years from the last day of the month in which they were issued, as indicated on the ~~tradesman license or the backflow prevention device worker~~ certification card.

~~B. The fee for renewal of a tradesman license is \$40. The fee for renewal of a backflow prevention device worker certification card is \$40. All fees required by the board are non-refundable and shall not be prorated.~~

B. Certified water well systems providers, as a condition of renewal or reinstatement, and pursuant to § 54.1-1129.B of the Code of Virginia, shall be required to satisfactorily complete eight hours of continuing education in the specialty of technical aspects of water well construction, applicable statutory and

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regulatory provisions, and business practices related to water well construction from a provider approved by the board in accordance with the provisions of this chapter.

C. Renewal fees are as follows:

<u>Tradesman license</u>	<u>\$40.00</u>
<u>Liquefied petroleum gas fitter license</u>	<u>\$40.00</u>
<u>Natural gas fitter provider license</u>	<u>\$40.00</u>
<u>Backflow prevention device worker certification</u>	<u>\$40.00</u>
<u>Water well systems provider certification</u>	<u>\$40.00</u>

All fees are nonrefundable and shall not be prorated.

D. The board will mail a renewal notice to the regulant outlining procedures for renewal. Failure to receive this notice, however, shall not relieve the regulant of the obligation to renew. If the regulant fails to receive the renewal notice, a photocopy of the license or certification card may be submitted with the required fee as an application for renewal within 30 days of the expiration date.

E. The date on which the renewal fee is received by the department or its agent will determine whether the regulant is eligible for renewal or required to apply for reinstatement.

F. The board may deny renewal of a license or of a certification card for the same reasons as it may refuse initial issuance or to discipline a regulant. The regulant has a right to appeal any such action by the board under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the **Code of Virginia**).

G. Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by

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consent order or final order shall result in delaying or withholding services provided by the department, such as, but not limited to, renewal, reinstatement, processing of a new application, or exam administration.

18 VAC 50-30-130. Reinstatement.

A. Should the Department of Professional & Occupational Regulation fail to receive the renewal application or fees within 30 days of the expiration date, the regulant will be required to reinstate the ~~tradesman license or backflow prevention device worker certification card.~~

B. ~~The fee for reinstatement of a tradesman license (all designations) is \$90 (this is in addition to the \$40 renewal fee, which makes the total fee for reinstatement \$130). The reinstatement fee for a backflow prevention device worker certification card is \$90 (this is in addition to the \$40 renewal fee, which makes the total reinstatement fee \$130).~~ Reinstatement fees are as follows:

<u>Tradesman license</u>	<u>\$130.00*</u>
<u>Liquefied petroleum gas fitter license</u>	<u>\$130.00*</u>
<u>Natural gas fitter provider license</u>	<u>\$130.00*</u>
<u>Backflow prevention device worker certification</u>	<u>\$130.00*</u>
<u>Water well systems provider certification</u>	<u>\$130.00*</u>

*Includes renewal fee listed in 18 VAC 50-30-120.

All fees required by the board are non-refundable and shall not be prorated.

C. Applicants for reinstatement shall meet the requirements of 18 VAC 50-30-30.

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D. The date on which the reinstatement fee is received by the department or its agent will determine whether the license or certification card is reinstated or a new application is required.

E. In order to ensure that license or certification card holders are qualified to practice as tradesmen, ~~or liquefied petroleum gas fitters, natural gas fitter providers, backflow prevention device workers or water well systems providers,~~ no reinstatement will be permitted once one year from the expiration date has passed. After that date the applicant must apply for a new ~~tradesman~~ license or ~~backflow prevention device worker~~ certification card and meet the then current entry requirements.

F. Any tradesman, liquefied petroleum gas fitter, or natural gas fitter provider activity conducted subsequent to the expiration of the license may constitute unlicensed activity and may be subject to prosecution under Title 54.1 of the **Code of Virginia**. Further, any person who holds himself out as a certified backflow prevention device worker, as defined in § 54.1-1128 of the **Code of Virginia**, or as a water well systems provider as defined in § 54.1-1129.1 of the Code of Virginia, without the appropriate certification, may be subject to prosecution under Title 54.1 of the **Code of Virginia**.

G. The board may deny reinstatement of a ~~tradesman~~ license or a ~~backflow prevention device worker~~ certification card for the same reasons as it may refuse initial issuance or to discipline a regulant. The regulant has a right to appeal any such action by the board under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the **Code of Virginia**).

H. Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department,

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such as, but not limited to, renewal, reinstatement, processing of a new application, or exam administration.

PART V.
STANDARDS OF CONDUCT.

18 VAC 50-30-190. Prohibited acts.

Any of the following are cause for disciplinary action:

1. Failure in any material way to comply with provisions of Chapter 1 (§ 54.1-100) or Chapter 11 (§ 54.1-1100 et seq.) of Title 54.1 of the **Code of Virginia** or the regulations of the board;
2. Furnishing substantially inaccurate or incomplete information to the board in obtaining, renewing, reinstating, or maintaining a ~~tradesman license or backflow prevention device worker~~ certification card;
3. Where the regulant has failed to report to the board, in writing, the suspension or revocation of a tradesman license, certificate or card, or backflow prevention device worker or water well systems provider certification card, by another state, or a conviction in a court of competent jurisdiction of a building code violation;
4. Gross negligence in the practice of a ~~trade or~~ tradesman, liquefied petroleum gas fitter, natural gas fitter provider, backflow prevention device work worker, or water well systems provider;

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5. Misconduct in the practice of a ~~trade or~~ tradesman, liquefied petroleum gas fitter, natural gas fitter provider, backflow prevention device work worker, or water well systems provider;
6. A finding of improper or dishonest conduct in the practice of ~~the trade a~~ tradesman, liquefied petroleum gas fitter, natural gas fitter provider, or backflow prevention device work worker, or water well systems provider, by a court of competent jurisdiction;
7. For licensed tradesmen, liquefied petroleum gas fitters, or natural gas fitter providers performing jobs under \$1,000, or backflow prevention device workers, or water well systems providers performing jobs of any amount, abandonment, the intentional and unjustified failure to complete work contracted for, or the retention or misapplication of funds paid, for which work is either not performed or performed only in part (unjustified cessation of work under the contract for a period of 30 days or more shall be considered evidence of abandonment);
8. Making any misrepresentation or making a false promise of a character likely to influence, persuade, or induce;
9. Aiding or abetting an unlicensed contractor to violate any provision of Chapter 1 or Chapter 11 of § 54.1 of the **Code of Virginia**, or these regulations; or combining or conspiring with or acting as agent, partner, or associate for an unlicensed contractor; or allowing one's license or certification to be used by an unlicensed or uncertified individual;
10. Where the regulant has offered, given or promised anything of value or benefit to any federal, state, or local government employee for the purpose of influencing that employee to circumvent, in the

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performance of his duties, any federal, state, or local law, regulation, or ordinance governing the construction industry;

11. Where the regulant has been convicted or found guilty, after initial licensure or certification, regardless of adjudication, in any jurisdiction of any felony or of a misdemeanor involving lying, cheating or stealing, sexual offense, drug distribution, physical injury, or relating to the practice of the profession, there being no appeal pending therefrom or the time of appeal having elapsed. Any pleas of guilty or nolo contendere shall be considered convictions for the purposes of this subdivision. The record of a conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt;

12. Having failed to inform the board in writing, within 30 days, that the regulant has pleaded guilty or nolo contendere or was convicted and found guilty of any felony or a misdemeanor involving lying, cheating, stealing, sexual offense, drug distribution, physical injury, or relating to the practice of the profession;

13. Having been disciplined by any county, city, town, or any state or federal governing body for actions relating to the practice of any trade, ~~or~~ backflow prevention device work, or water well systems provider work, which action shall be reviewed by the board before it takes any disciplinary action of its own;

14. Failure to comply with the Virginia Uniform Statewide Building Code, as amended;

and

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15. Practicing in a classification or specialty service for which the regulant is not licensed or certified-

;

and

16. Failure to obtain any document required by the Virginia Department of Health for the drilling, installation, maintenance, repair, construction, or removal of water wells, water well systems, water well pumps, or other water well equipment.

PART VI

SCHOOLS/PROFESSIONAL EDUCATION

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18 VAC 50-30-200. Professional education.

A. Pursuant to § 54.1-1130 of the **Code of Virginia**, unless certified through exemption, candidates for licensure as journeymen are required to (i) complete 240 classroom hours of tradesman educational courses in their specialty or 80 classroom hours of training for liquefied petroleum gas fitters and natural gas fitter providers, and four years of practical experience in the trade for which licensure is desired to qualify to sit for the licensing examination, (ii) have an associate degree or a certificate of completion from at least a two-year program in a trade-related field from an accredited community college or technical school as evidenced by a transcript from the educational institution and two years of practical experience in the trade for which licensure is desired, or (iii) have a bachelor's degree received from an accredited college or university in an engineering curriculum related to the trade and one year of practical experience in the trade for which licensure is desired (see Part II, 18 VAC 50-30-20 et seq., of this chapter).

Tradesman courses must be completed through accredited colleges, universities, junior and community colleges; adult distributive, marketing and formal vocational training as defined in this chapter; Virginia Apprenticeship Council programs; or proprietary schools approved by the Virginia Department of Education.

B. Backflow prevention device worker courses must be completed through schools approved by the board. The board accepts the American Society of Sanitary Engineers' (ASSE) standards for testing procedures. Other programs could be approved after board review. The board requires all backflow training to include instruction in a wet lab.

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C. Water well systems provider courses must be completed through schools or programs approved by the board.

18 VAC 50-30-210. Continuing education providers.

A. Application requirements for continuing education providers.

1. Each provider of a continuing education course shall submit an application for approval on a form provided by the board. The application shall include but is not limited to:

- a. the name of the provider;
- b. provider contact person, address and telephone number;
- c. course contact hours;
- d. schedule of courses, if established, including dates, time and locations;
- e. name(s) of instructor(s).

B. Continuing education providers shall have their subject(s) approved by the board prior to initially offering the course. Correspondence and other distance learning courses must include appropriate testing procedures to verify completion of the course.

C. All providers must establish and maintain a record for each student. The record shall include: the student's name and address; social security number or current license number; the course name and clock hours attended; the course syllabus or outline; the name or names of the instructor; the date of successful completion, and the board's course code. Records shall be available for inspection during normal business hours by authorized representatives of the board. Providers must maintain class

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records for a minimum of five years.

18 VAC 50-30-220. Continuing education courses

A. Courses offered by continuing education providers for water well systems providers shall cover the specialty of technical aspects of water well construction, applicable statutory and regulatory provisions, and business practices related to water well construction.

B. Approved continuing education providers shall submit an application for course approval on a form provided by the board. The application shall include but is not limited to:

1. the name of the provider and the approved provider number;
2. the name of the course;
3. the date(s), time(s), and location(s) of the course;
4. instructor information, including name, license number(s) if applicable, and a list of other appropriate trade designations;
5. course and material fees;
6. course syllabus.

C. Courses may be approved retroactively, however no regulant will receive credit toward the continuing education requirements of renewal until such approval is received from the board.

18 VAC 50-30-230. Reporting of course completion.

All continuing education providers shall electronically transmit course completion data to the board, in

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an approved format, within 7 days of the completion of each individual course. The transmittal will include: each student's name; social security number or current license number; the date of successful completion of the course and the board's course code.

18 VAC 50-30-240. Posting continuing education provider and course certificates of approval.

Copies of continuing education provider and course certificates of approval must be available at the location a course is taught.

18 VAC 50-30-250. Reporting of changes.

Any change in the information provided in 18 VAC 50-30-210 A 1 must be reported to the board within 30 days of the change with the exception of changes in the schedule of courses, which must be reported within 10 days of the change. Failure to report the changes as required may result in the withdrawal of approval of a continuing education provider by the board.

18 VAC 50-30-260. Withdrawal of approval.

The board may withdraw approval of any continuing education provider for the following reasons:

1. The courses being offered no longer meet the standards established by the board.
2. The provider, through an agent or otherwise, advertises its services in a fraudulent, or deceptive way.

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3. The provider, instructor, or designee of the provider falsifies any information relating to the application for approval, course information, student records or fails to produce records required by 18 VAC 50-30-210 C.