

**BOARD FOR CONTRACTORS COMMITTEE  
MEETING MINUTES**

The Board for Contractors Committee met on **Tuesday, October 24, 2023** at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Board member(s) present for the meeting:

Donald Groh, Chair  
Nathan Trice, Vice Chair  
James Spencer  
Francis McGonegal  
Jerry Heinline  
Doug Lowe  
Taylor Brannan

Board member(s) absent from the meeting:

The following DPOR staff members were present for all or part of the meeting:

Marjorie King, Executive Director  
Cameron Parris, Regulatory Operations Administrator  
Mary Charity, Licensing Operations Administrator  
Stephanie Keuther, Administrative Coordinator

APPROVED

Mr. Groh called the October 24, 2023, Board for Contractors Committee Meeting to order at 8:08 A.M.

Call To Order

Mr. Spencer made a motion seconded by Mr. Heinline to adopt the Draft Agenda of October 24, 2023.

Approval of  
Agenda

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal Nays: None Abstain: None Absent: None

Mr. Spencer made a motion seconded by Mr. Heinline to approve the draft Minutes of September 19, 2023 Board for Contractors Committee Meeting as presented.

Minutes

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal Nays: None Abstain: None Absent: None

Emergency Egress

Emergency Egress

Marjorie King, Executive Director reviewed the Emergency Egress procedures with the Committee and members of the public.

Mr. Groh opened the Public Comment section of the meeting.

Public Comment

With no one wishing to come forward Mr. Groh closed the public comment section of the meeting.

Education Provider Applications

Education Provider  
Applications

Mary Charity, Licensing Operations Administrator addressed the Committee:

Applications for proposed education providers and courses were reviewed and the Committee's recommendations are as follows:

Ms. Charity shared that staff recommends approval for:

ACR Construction Education LLC - one classroom and Virtual Electrical CE course, one classroom and Virtual Plumbing CE course, one classroom and Virtual Gas Fitting CE course, one classroom and Virtual HVA CE course, one classroom and Virtual Natural Gas Fitting CE course.

ACR Construction  
Education LLC

Mr. Spencer made a motion seconded by Mr. Heinline for approval.

The motion was approved with a vote of 7-0-0. Ayes: Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal Nays: None Abstain: None Absent: None

Ms. Charity shared that staff recommends approval for:

Milby Company - one classroom Water Well Provider CE course This provider has requested retro-active approval to May 16, 2023.

Milby Company

**Mr. Spencer made a motion seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 7-0-0. Ayes:** Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal **Nays:** None **Abstain:** None **Absent:** None

**Ms. Charity shared that staff recommends approval for:**

**Virginia Water Well Association** – one classroom Vocational Education and Continuing Education class for Water Well Systems Providers.

**Virginia Water Well Association**

**Mr. Spencer made a motion seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 7-0-0. Ayes:** Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal **Nays:** None **Abstain:** None **Absent:** None

**Ms. Charity shared that staff recommends approval for:**

**Virginia Water Well Association** – Twelve classroom Vocational Education and Continuing Education classes for Water Well Systems Providers.

**Virginia Water Well Association**

**Mr. Spencer made a motion seconded by Mr. Heinline** for approval.

**The motion was approved with a vote of 7-0-0. Ayes:** Groh, Trice, Heinline, Spencer, Lowe, Brannan and McGonegal **Nays:** None **Abstain:** None **Absent:** None

**Old Business**

None

**Old Business**

None

**New Business**

**Education Provider Audit**

**New Business**

**Education Provider Audit**

**Virginia Plumbing & Mechanical Inspectors Association (VPMIA)**

Bill Ferguson provided a report for the Solvent Welding per 2018 IPC/IRC – Proper Methods and Diagnosing Failures (plumbing) course he audited. On September 29, 2023, Mr. Ferguson audited a course given by the Virginia Plumbing & Mechanical Inspectors Association. This was an unannounced audit of the course. The instructors were Keith Coughlin, and Aaron Bullock. The course's location and date were in agreement with the course information on the education provider's website. After briefing



the Committee of the audit details the following recommendations were made to the Committee. Whereas specific sections in the IPC and IRC were not reference, information related to solvent cementing and pipe was included in the class. The class was conducted in accordance with the Board's April 12, 2016, approval of the International Code Council Preferred Provider program.

No action was taken.

**Remedial Education Report**

**Remedial Education Report**

**Marjorie King, Executive Director** informed the Committee that the remedial education class continues to be well received by participants. Ms. King recommended to all Board Members that they attend a Remedial Education class.

**Executive Director Report**

**Executive Director Report**

**Marjorie King, Executive Director** informed the Committee of current and passed statistical data related to Board cases, licensing applications, emails and phone calls.

**Regulatory Review update**

**Regulatory Review update**

|                          |  |   |
|--------------------------|--|---|
| 18VAC50-22               | General Regulatory Reduction Initiative              | Proposed to be filed.   |
| 18VAC50-22               | Eligibility Requirement Amendment                    | Proposed to be filed.   |
| 18VAC50-22               | Amendment of Prohibited Acts                         | Board adopted final language on 9/19/2023.  |
| 18VAC50-30               | Continuing Education Amendment                       | Proposed filed – Public Hearing scheduled for 10/30/2023 and the Public Comment period is scheduled for 10/9/2023 through 12/8/2023 |
| 18VAC50-30               | General Regulatory Reduction Initiative              | Proposed filed – Public Hearing scheduled for 12/12/2023 and the Public Comment period is scheduled for 11/6/2023 through 1/5/2024  |
| 18VAC50-30               | Eligibility Requirement Amendment                    | Proposed to be filed.   |
| 18VAC50-30               | Temporary Elevator Mechanic Certifications           | Fast Track to be filed.   |
| 18VAC50-22<br>18VAC50-30 | Guidance Document 5724 - PSI Examination Equivalency | To be filed.  |

**18VAC50-30-40.  
Evidence of ability  
and proficiency**

**18VAC50-30-40. Evidence of ability and proficiency**

**Marjorie King, Executive Director** informed the Committee below is for discussion purposes and no action is required. If the Board determines that action is warranted, the Board will consider amending the current individual eligibility regulatory action at the appropriate time.

Subsection A in 18 VAC 50-30-40 of the Individual License and Certification Regulations outline the requirements for applicants for examination to be licensed as a journeyman.

18 VAC 50-30-40 A (3) states *"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."*

Historically, this regulation was applied by requiring the applicant to hold an associate degree or certificate of completion from a two-year program in the same tradesman-related field from an accredited community college or technical school. For example, an individual holding an electrical engineering associate degree with two years of practical electrical experience would meet this requirement and be eligible for the journeyman electrical examination.

After further review, and discussion with the Office of Attorney General, 18 VAC 50-30-40 A (3) allows an individual desiring to obtain eligibility for a journeyman exam to hold an associate degree or certificate from a two-year program in any trade-related field, yet the experience must be in the trade in which the individual seeks to obtain licensure. For example, an individual holding an electrical engineering associate degree with two years of practical plumbing experience would meet the requirement and be eligible for the journeyman plumbing examination.

**Adjournment**

**Adjournment**

**Mr. Groh** thanked the Committee and Staff and adjourned the Committee Meeting at 9:23 A.M.

The next Committee Meeting will be **December 12, 2023**.

  
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Donald Groh, Chair

12/12/2023  
Date