



Ohio Administrative Code

Rule 4101:16-2-08 Continuing education - hours of instruction requirements.

Effective: May 13, 2022

(A) Except as provided in rule 4101:16-1-08 of the Administrative Code, a licensee shall complete ten classroom hours of an approved continuing education course each year to be eligible to apply for the renewal of their license or licenses as follows:

(1) Except as provided in rule 4101:16-1-08 of the Administrative Code, a licensee who holds one or more plumbing; hydronics; heating, ventilating, and air conditioning; or refrigeration license(s) pursuant to Chapter 4740. of the Revised Code shall take the required ten hours of continuing education in any course that has been approved by any of the specialty sections;

(2) Except as provided in rule 4101:16-1-08 of the Administrative Code, a licensee who holds only an electrical license pursuant to Chapter 4740. of the Revised Code shall take ten hours of continuing education with at least five hours of electrical code that has been approved by the electrical section and the remaining five hours in any health and safety, business, or technology course approved by the electrical section; and

(3) A licensee who holds an electrical contractor's license and any other license or licenses pursuant to Chapter 4740. of the Revised Code shall take five hours of continuing education in electrical code and the remaining five hours of continuing education in any course that is approved by any of the specialty sections.

(B) A classroom hour consists of at least fifty minutes of instruction. The remaining ten minutes shall only be used for the training agency's or instructor's administrative duties or a break. The training agency or instructor shall not accrue the ten minutes of non-instruction to start a course late, end a course early, or to allow a longer break.

(C) Continuing education hours obtained by individuals holding a license pursuant to Chapter 4740. of the Revised Code in excess of the total hours required each renewal period for renewal eligibility shall not be transferred to help meet the requirements of the following renewal period.



(D) No individual holding a license pursuant to Chapter 4740. of the Revised Code will receive credit for more than ten classroom hours of continuing education instruction taken in one calendar day.

(E) Upon application, within one calendar year from the date of expiration of the license or licenses, the appropriate specialty section of the board may waive any portion of the continuing education hours requirement in cases of certified illness, disability, military service, foreign residence, or excusable neglect, which prevents the attendance of approved continuing education courses by a person holding a license pursuant to Chapter 4740. of the Revised Code or extend the time for the licensee to complete the required continuing education requirements if the licensee has substantially met the other renewal requirements as set forth in division (E) of section 4740.06 of the Revised Code and rule 4101:16-2-07 of the Administrative Code or demonstrates excusable neglect. Continuing education waivers or extensions of time to complete the required continuing education requirements will be determined on a case-by-case basis.

(1) If the appropriate specialty section grants an extension of time to complete the continuing education requirements and the license has expired, such license will not be reissued until the licensee has completed the continuing education requirements.

(2) For the purposes of this paragraph, "excusable neglect" means any non-reoccurring facts or circumstances outside the control of the licensee that hindered or prevented the licensee from completing the required hours of continuing education required for renewal of the license or licenses by the expiration of such license or licenses.

(F) Pursuant to division (E) of section 4740.06 of the Revised Code, if the continuing education requirements are not timely met by an individual holding a license on or before the expiration date set forth on the license, the license shall be suspended automatically without the taking of any action by the appropriate section or the board's secretary. A suspended license may be reactivated upon application within one calendar year from the expiration date of the license and approval of the appropriate section, provided that the renewal fee plus a late fee, certification that contractor liability insurance is maintained, and completion of the continuing education hours required for that renewal period are completed within the time frame pursuant to rule 4101:16-2-08 of the Administrative



Code. Failure to reactivate the license as provided in this rule shall result in automatic revocation of the license, without the taking of any action by the appropriate section or the board secretary.