

**TITLE 158. CONSTRUCTION INDUSTRIES BOARD
CHAPTER 50. MECHANICAL INDUSTRY REGULATIONS**

Subchapter 1. General Provisions

158:50-1-2. Definitions

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Act" means Mechanical Licensing Act as found at 59 O.S. § 1850.1 et seq.

"Administrator" means the Administrator of the Board as described in the Construction Industries Board Act found at 59 O.S. § 1000.1 et seq.

"Applicant" means any person applying for an examination, for a license or registration, for review of plans and specifications or for a mechanical code variance from the ICC International Mechanical Code or the International Fuel Gas Code and the International Residential Code (Chapters 12 through 24) by the Construction Industries Board under the Act.

"Associated with and responsible for" means the relationship between a mechanical contractor and mechanical firm based on the mechanical contractor being a permanent employee, owner, partner, or officer in a corporate firm, and whereby the mechanical contractor shall give full time to the supervision and control of operations necessary to secure full compliance with the provisions of the Mechanical Licensing Act and this Chapter.

"Board" means the Oklahoma Construction Industries Board.

"Bonds and Insurance Unit" means the consolidated unit that processes bonds, insurance, and citations under the direction of the Construction Industries Board.

"Cheating" means any unapproved deviation from any official instruction given before, during or after a license examination, for the purpose of affecting or influencing the examination results or otherwise providing an undue advantage to any examinee.

"Committee" means the Committee of Mechanical Examiners.

"Credit Hour or Hour" means at least 50 minutes of classroom instruction with a 10 minute break.

"Direct supervision" means the on-the-job presence by the supervisor who must be a licensed mechanical contractor or mechanical journeyman.

"Gas piping" means and includes all natural gas piping within or adjacent to any building, structure, or conveyance, on the premises up to the connection with a natural gas meter, regulator, or other source of supply.

"Ground source piping" means piping buried below the earth's surface or submerged in a water well, lake or pond and used in conjunction with a heat pump to provide heating, ventilation and/or air conditioning to a structure.

"Health care facility" includes but is not limited to hospitals, nursing homes, limited care facilities, clinics, medical or dental offices, and ambulatory care centers, whether permanent or moveable.

"Humidification" when applied to air conditioning, means and includes an increase or decrease in moisture content of the air being conditioned and supplied to the space for human occupancy by means of that integral part of the entire air conditioning system, equipment, and control devices; when applied to refrigeration, means and

includes an increase or decrease in the moisture content of the air or product being conditioned for a food preservation measure or manufacturing process by means of the integral part of the entire refrigeration system, equipment, and control devices.

"**HVAC**" or "heating, ventilation and air conditioning" means the process of treating air by controlling its temperature, humidity, and cleanliness and of supplying such air to spaces for human occupancy by means of an integrated system of air conditioning and ventilation equipment, accessories and control devices.

"**ICC**" means the International Code Council.

"**Limited residential journeyman**" means a type and category of mechanical license that is restricted to new installations in detached one or two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with a separate means of egress as regulated by this chapter.

"**Mechanical License Unit**" means the staff and administrative support unit to the Committee of Mechanical Examiners and the Mechanical Hearing Board.

"**Mechanical work**" means the installation, maintenance, repair, or renovation, in whole or in part, of any heating system, exhaust system, cooling system, mechanical refrigeration system, ventilation system, medical gas system, medical-surgical vacuum systems, or any equipment or piping carrying chilled water, air for ventilation purposes, or natural gas, or the installation, maintenance, repair, or renovation of process piping used to carry any liquid, substance, or material, including steam and hot water used for space heating purposes not under the jurisdiction of the Department of Labor or Department of Health, provided that minor repairs and maintenance ~~and repairs~~ are excluded.

"**Medical gas piping work**" means the lay out, assembly, installation, and maintenance of pipe systems used in health care facilities for oxygen, nitrous oxide, medical air, carbon dioxide, helium, nitrogen, instrument air, medical-surgical vacuum, waste anesthetic gas disposal, mixtures thereof, or any other gaseous, partly gaseous substance, material or any mixtures thereof used in a health care facility. Replacing cylinders and filters, and performing routine and preventive maintenance that does not breach the integrity of the medical gas piping system and does not constitute the installation, repair, or replacement of medical gas piping shall not require a medical gas piping licensee.

"**Medical gas journeyman**" means a type and category of mechanical license that is restricted to medical gas piping.

"**Minor repairs and maintenance**" means minor repairs or maintenance prescribed in the manufacturer's operating instructions to be performed by the equipment owner or his authorized agent, and shall not include replacement and repairs of any nature on natural gas piping, natural gas controls, the low voltage manufacturer installed controls, the vent system of fuel burning appliances or any repair or maintenance which would violate the safe operation of the equipment.

"**Petroleum refinery**" means an industrial plant which processes petroleum for purposes of creating products derived from petroleum and includes industrial plants which produce and/or refine alternative fuels or petroleum additives. "Petroleum refinery" shall not mean gas processing plant or gas gathering pipeline operations.

"**Petroleum refinery journeyman**" means a type and category of mechanical license that is restricted to petroleum refinery process piping.

"Petroleum refinery process piping work" means the lay out, assembly, installation, and maintenance of pipe systems used in the petroleum refining process or product refining systems of a petroleum refinery.

"Process" means a series of operations performed in the making or treatment of a product.

"Process piping" means lay out, assembly, installation, and maintenance of pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating and fire sprinklers, not subject to regulation pursuant to the Alarm Industry Act, and industrial production and processing systems, and piping used to carry any gaseous liquid, substance or material as part of a medical gas piping system.

"Reciprocity" means an agreement whereby a person holding a mechanical license or registration who is licensed in other states with substantially similar or greater licensure requirements may be licensed in this State after payment of a fee for licensing by reciprocity.

"Refrigeration system" means installation, repairing and servicing of a system employing fluid which normally is vaporized and liquefied in an air conditioning system, food preservation measure or manufacturing process.

"Variance" means the use of an alternative material or method of construction from that prescribed in the ICC International Mechanical Code or the International Fuel Gas Code or the International Residential Code (Chapters 12 through 24) and/or other approved documents by the Oklahoma Uniform Building Code Commission for use at a particular location or project specified in the variance application; and

"Variance and Appeals Board" means the Oklahoma State Mechanical Installation Code Variance and Appeals Board.

158:50-1-3. License requirements and exemptions

(a) No person, on behalf of himself or of a mechanical firm, shall engage or offer to engage in, by advertisement or otherwise, any mechanical work who does not possess a valid and appropriate license from the Construction Industries Board unless otherwise exempt by law or this Chapter. No State agency, a political subdivision of the State, business entity or trust shall act as a mechanical firm unless a licensed, active mechanical contractor is associated with and responsible for all mechanical work of such entity.

(b) The terms air conditioning, sheet metal, and heating do not include the design, installation, construction, maintenance, service, repair, alteration, or modification of a portable or self contained ductless air conditioning or heating unit that has a cooling capacity of less than two and one-half (2 1/2) tons or a heating capacity of 36,000 British Thermal Units per Hour (BTU/H) or less.

(c) No person shall install, replace or repair gas piping unless such person is licensed under the Mechanical Licensing Act or is licensed as a plumbing contractor or journeyman plumber pursuant to the laws of this state.

(d) No person shall install, replace or repair floor furnaces or wall heaters unless such person is licensed under the Mechanical Licensing Act or is licensed as a plumbing contractor or journeyman plumber pursuant to the laws of this state.

(e) No person shall install, replace or repair any radiant-floor heating systems unless such person is licensed under the Mechanical Licensing Act or is licensed as a plumbing contractor or journeyman plumber pursuant to the laws of this state.

(f) No person shall install, replace or repair any medical gas or medical-surgical vacuum systems unless such person is licensed under the Mechanical Licensing Act as a medical gas journeyman, an unlimited mechanical contractor, process piping mechanical contractor, plumbing contractor or journeyman plumber pursuant to the laws of this state and shall provide proof of being certified by examination in accordance with the most current N.F.P.A. 99 standard or certified in the proper installation of medical gas piping by an organization approved by the Committee.

(g) No person shall act as a foreman, supervisor or superintendent over any mechanical work on behalf of a mechanical contractor unless such person possesses a valid license as a mechanical contractor or journeyman from the Construction Industries Board.

158:50-1-4. Adopted references and standard of workmanship

Effective July 1, ~~2009–2012~~, and thereafter, The Construction Industries Board incorporates the ~~codes International Mechanical Code/2009, International Fuel Gas Code 2009, and the International Residential Code/2009, Chapters 12 through 24)~~ and/or other approved documents by the Oklahoma Uniform Building Code Commission as the minimum standard for mechanical work in Oklahoma.

Subchapter 5. License Types, Limitations of Licenses, Contractor Special Requirements and Display of License Number and Firm Name

158:50-5-1. License types

- (a) Mechanical licenses shall be issued as journeyman, contractor or inactive contractor.
- (b) Licenses shall be issued for the following categories:
 - (1) HVAC limited or unlimited;
 - (2) Natural Gas Piping;
 - (3) Process Piping;
 - (4) Refrigeration;
 - (5) Sheet Metal;
 - (6) Ground Source Piping;
 - (7) Limited Residential; ~~and/or~~
 - (8) Petroleum Refinery Process Piping (journeyman only);
 - (9) Medical Gas (journeyman only).

158:50-5-2. Limitations of licenses

(a) License duties.

- (1) Journeyman is a person who possesses the knowledge and skills to perform mechanical work within a category or categories without direct supervision.
- (2) Contractor is a person who possesses the knowledge and skills of a journeyman and who is responsible, either to himself or his employer, for planning, contracting, supervising, or furnishing labor and/or materials used for mechanical work. A mechanical contractor shall only be associated with and

responsible for one mechanical firm. However, a mechanical contractor may be responsible for one firm with branch offices.

(A) Active contractor is one who is actively performing as a contractor and who has met the bond and insurance requirements for licensure.

(B) Inactive contractor is one who has met all the licensing requirements of a contractor, but has chosen not to currently perform as a contractor. An inactive contractor is not required to provide bond or insurance, and will be regulated as a journeyman.

(b) License categories.

(1) A limited mechanical HVAC license entitles the licensee to install, alter, modify, service, maintain, or repair a ventilation (duct) system and/or:

(A) any cooling product, system, or equipment including the process piping, that has a cooling capacity of no more than twenty-five (25) tons, and/or

(B) all heating equipment including the process piping that have a heat input of no more than 500,000 British Thermal Units per hour per appliance.

(2) A limited residential journeyman license entitles the licensee to install:

(A) 5-ton or less cooling systems and/or

(B) 150,000 British Thermal Units per hour or less heating systems. Installations shall include complete new systems for detached one or two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with a separate means of egress. Accessory appurtenances (such as humidifiers and filtering systems), kitchen vent hoods, exhaust fans and clothes dryer vent exhausts for such dwellings shall not be prohibited to be installed by the holder of this category. Such installations shall not include any welding, soldering or final connection of refrigerant lines or final connection of any electrical wiring permitted to be installed in accordance with Oklahoma statutes.

(3) An unlimited mechanical HVAC license entitles the licensee to install, alter, modify, service, maintain, or repair a ventilation (duct) system and/or:

(A) any cooling product, system, or equipment, including the process piping, and/or

(B) heating equipment, including the process piping.

(4) A natural gas piping license entitles the licensee to install, alter, modify, service, maintain, or repair all natural gas piping.

(5) A process piping license entitles the licensee to install, alter, modify, service, maintain, or repair all process piping.

(6) A refrigeration license entitles the licensee to install, alter, modify, service, maintain, or repair refrigeration products, systems, or equipment, including the process piping.

(7) A sheet metal license entitles the licensee to install, alter, modify, service, maintain, or repair all ferrous and nonferrous duct systems.

(8) A ground source piping license entitles the licensee to install, alter, modify, service, maintain or repair all piping outside a structure for a ground source (earth or water) loop pipe.

(9) A petroleum refinery journeyman license entitles the licensee to install, alter, modify, service, maintain, or repair all petroleum refinery process piping and said license is limited to petroleum refinery process piping work only. A petroleum refinery journeyman shall be under the direction and supervision of a licensed unlimited mechanical contractor or a licensed process piping mechanical contractor.

(10) A medical gas journeyman license entitles the licensee to install, alter, modify, service, maintain, or repair medical gas or medical-surgical vacuum systems, or equipment, including the piping. A medical gas journeyman shall be under the direction and supervision of a licensed unlimited mechanical contractor or a licensed process piping mechanical contractor.

**Subchapter 9. Qualifications for Mechanical Licensure,
License and Registration Fees, Duration of License,
Mechanical License Applications, and Apprentice Registration**

158:50-9-1. Qualifications for mechanical licensure

(a) Application. A person desiring to be licensed under this Chapter shall file an application with the application fee, examination fee, and the initial License fee to the Administrator. The fees must be received no less than three (3) working days before the examination date. If the applicant fails to meet the minimum qualifications to take the examination, the application fee will be forfeited.

(b) Experience. All persons applying for a license must provide proof of experience in the mechanical trade.

(1) Applicants for a journeyman license must be at least eighteen (18) years of age and have:

(A) either at least six thousand (6,000) hours three (3) years of verifiable experience in the mechanical trade while employed by a licensed Mechanical contractor or by other approved means in the category for which he is applying or

(B) have an associates degree or ~~Voc Tech~~ vocational diploma certifying completion of an educational program consisting of 1000 hours or more from a school, approved by the Committee, which exhibits knowledge of the trade in the category of license applied for and at least two thousand (2,000) hours and one (1) year of verifiable experience in the mechanical trade while employed by a licensed Mechanical contractor or by other approved means or

(C) have a ~~Voc Tech~~ vocational diploma certifying completion of an educational program consisting of 500 or more hours from a school, approved by the Committee, which exhibits knowledge of the trade in the category of license applied for and at least four thousand (4,000) hours and two (2) years of verifiable experience in the mechanical trade while employed by a licensed Mechanical contractor or by other approved means , or

(D) have a verifiable out-of-state license in the mechanical classification for which the applicant is applying. The license must be:

- (i) current, ~~and~~
- (ii) in good standing.
- (iii) and meet qualification listed in (A), (B), and (C) above.

(2) Applicants for a contractor license must meet the same requirements as a journeyman with an additional of at least of two thousand (2,000) hours and one (1) year experience while employed by a licensed Mechanical contractor or by other approved means.

(c) Examination. A license cannot be issued until the applicant has passed the appropriate examination for the license type and category. Examinations and the passing score for each examination shall be approved by the Committee. Applicants for the Ground Source Piping category shall provide proof of being certified by examination in the proper installation of ground source piping by an organization approved by the Committee. Applicants for the Petroleum Refinery journeyman category shall provide proof of being certified by examination in the area of industrial pipefitter by an organization approved by the Committee. Applicants for the Medical Gas category shall provide proof of being certified by examination in accordance with the most current N.F.P.A. 99 standard or certified in the proper installation of medical gas piping by an organization approved by the Committee.

(1) If the applicant does not pass the exam, the applicant may reapply for the exam and pay an additional retesting fee. However, no person will be allowed to retake an exam within 30 days of the first failed exam nor within 90 days of the second or subsequent failed exam.

(2) Any person suspected of cheating during an examination shall be immediately notified of the suspicion and shall not be allowed to finish the examination. He shall be called before the Committee during the next scheduled meeting for discussion of the incident. If the Committee determines that the person did in fact cheat, the examinee's application for licensure shall be denied and the Committee shall determine when the applicant can next apply for an examination.

(3) No person shall be allowed any assistance in reading the contractor's examination, nor shall any persons other than the examinees or the Committee members be allowed in the examination area. However, an applicant may request that the Committee make reasonable accommodations for any disability.

(d) Outstanding fines. A license cannot be issued until the applicant has paid any and all outstanding fines due and owing to any department of the Construction Industries Board.

158:50-9-2. License and registration fees and renewals

(a) **Examination fees for contractors and journeyman.** The Construction Industries Board, or its designated representative, may collect for the actual cost of any examination provided by these rules. The cost for each such examination referenced in section 158:50-9-1 shall be posted in plain view at the testing site that provides and administers the examination. Every person whose application for examination is approved shall be informed of the specific fee prior to ~~setting~~ sitting for the examination. The unit testing fee shall be the amount negotiated by the administrator in accordance with the provisions of the Oklahoma Central Purchasing Act, but cannot exceed the maximum allowable fee

provided in 59 O.S. § 1000.5 (A)(2). Documentation confirming the contractual fee shall be available upon request.

(b) Licensing, registration and application fee schedule for contractors, journeyman, and apprentices. The licensure, application, and registration fees shall be annually as follows:

- (1) contractors application - \$30.00
- (2) initial contractor license - \$300.00
- (3) renewal contractor license - \$200.00
- (4) renewal contractor late fee - \$100.00
- (5) journeyman application - \$25.00
- (6) initial journeyman license - \$50.00
- (7) renewal journeyman license - \$75.00
- (8) renewal journeyman late fee - \$25.00
- (9) apprentice application - \$5.00
- (10) apprentice registration - \$20.00

158:50-9-7. Continuing Education

(a) Continuing Education Requirements:

- (1) ~~Within one year from the date of adoption of the appropriate code, and thereafter, no~~ After August 1, 2012, every licensee must have six (6) hours of continuing education within the following one (1) year. No license will be renewed unless the licensee has completed six (6) hours of continuing education every three (3) years. Continuing education shall consist of six (6) hours training in the currently adopted International Mechanical Code, International Fuel Gas Code and/or International Residential Code (as applicable pursuant to Mechanical Industry Regulations promulgated under this chapter) ~~emphasizing revisions of the code~~ or four (4) hours training ~~emphasizing revisions of the codes~~ and/or other subject matters approved by the committee and two (2) hours of trade related instruction, Mechanical Licensing Act and/or Mechanical Industry Regulations.
- (2) Credit will be given for CE programs approved by the Mechanical Examining Committee, or its designee.
- (3) Except as provided herein, these rules shall apply to every licensed mechanical journeyman or contractor.
- (4) A licensee is exempt from the education requirements of these rules for ~~the code year during~~ three (3) years from which the licensee first passed an exam testing over the code.

(b) Standards. The following standards will govern the approval of continuing education programs by the Mechanical Examining Committee.

- (1) The program provider shall submit evidence that the provider and instructional staff are qualified by reason of education, experience or training. The training provider and instructors will be of good reputation and of good moral character.
- (2) Any written material that is distributed during the session shall be readable, of high quality and shall be made available to all attendees.

- (3) The program shall be presented in a comfortable location such as hotel/motel conference room, corporate meeting room, or regular classroom.
- (4) The training session shall be presented outside the regular workplace or after regular working hours. An onsite conference room, that meets standards imposed by number 3 above, shall be considered outside the regular workplace.
- (5) ~~Sixty minutes shall constitute one instructional hour.~~ A credit hour means at least 50 minutes of classroom instruction with a 10 minute break.
- (6) CE courses shall be presented in one of the following formats.
- (A) Six ~~instructional~~ credit hours presented in one day.
 - (B) Two sessions of three ~~instructional~~ credit hours each presented within a seven day period.
 - (C) One session of two ~~instructional~~ credit hours of trade related instruction-, Mechanical Licensing Act and/or Mechanical Industry Regulations.
 - (D) An approved correspondence course.
 - (E) Another format approved by the Committee.
- (7) Verification of Credit.
- (A) The Course Provider shall verify the total number of continuing education hours completed by each attendee.
 - (B) Continuing education providers shall require attendees to present a photo I.D. prior to the attendee signing the sign-in sheet provided by the Construction Industries Board. Sign-in sheets shall include the name and license number of each licensee in attendance.
 - ~~(C) Each attendee shall complete a course evaluation on a form provided by the Construction Industries Board.~~
 - ~~(D)~~(C) As soon as practicable but in any event on or before seven (7) days following an approved continuing education program, the provider shall furnish the original sign-in sheets ~~and evaluations~~ from the course to the Examining Unit of the Construction Industries Board.
 - ~~(E)~~(D) Providers shall maintain copies of all sign-in sheets ~~and evaluations~~ for a period of two (2) years following the conclusion of the course.
 - (E) Complaint Procedure.
 - (i) A person, government, or private organization may submit a written complaint to the Committee, or its designee, charging a provider of continuing education with a violation of the rules, and specifying the grounds for the complaint.
 - (ii) Complaints must be in writing and include contact information, and shall be filed on the proper complaint form prescribed by the Construction Industries Board, or its designee.
 - (iii) The Committee may consider an unsigned or anonymous complaint for further investigation.
 - (iv) Upon receipt of a signed complaint form, a copy shall be sent to the continuing education provider addressed in the complaint. The continuing education provider shall provide a written response within fifteen days. Upon receipt of the continuing education provider's

written response, both complaint and response shall be considered by the Committee, or its designee, for appropriate action including dismissal of the complaint, further investigation, or a finding of violation of a statute or rule. The Committee, or its designee, shall notify both complainant and continuing education provider of the determination made by the Committee. Failure of the Continuing education provider to respond will be considered as a violation of this rule.

(v) If a reasonable cause violation determination is made by the Committee, the Oklahoma Administrative Procedure Act shall be followed for all disciplinary proceedings undertaken including but not limited to all parts of this subsection.

(8) Course providers or instructors may not advertise or promote the sale of any goods, products or services between the opening and closing of any Continuing Education Course.

(c) Application Procedures.

(1) A completed application form, with all supporting documentation, shall be submitted to the Construction Industries Board at least 30 days prior to the scheduled start date.

(A) Supporting documents shall include the following.

(i) A resume or brief summary of qualifications of all course developers and instructors.

(ii) A course agenda designating the beginning and ending of actual instruction times, sign-in times, breaks, lunches and evaluation time.

(iii) A course curriculum indicating the subject or code areas to be taught with sufficient detail to determine which code revisions are to be addressed or the trade related instruction being provided.

(2) An application is to be submitted for each date, or dates, that constitute a single course.

(3) Each course must be included on a separate application.

(d) Mechanical Examining Committee Acceptance.

(1) The Committee, or its designee, will review each application for completeness of form and supporting documentation, as well as course content.

(2) The approval of any course will be made by a majority vote of the Committee at the regularly scheduled meeting of the Mechanical Examining Committee.

(3) The Committee's designee may approve additional dates and locations after the course has been approved by Committee vote. Substantive change to course content must be brought before the Committee.

(4) The applicant will be notified in writing whether the program is approved or disapproved, detailing the basis of the decision if disapproved.

(e) Committee Rejection and Reevaluation of a Course.

(1) The Committee, or its designee, may refuse to accept any application for approval if the supporting documentation is insufficient or incomplete. The

- Committee may deny or revoke approval of an application for any of the following reasons.
- (A) Failure to comply with the continuing education provisions.
 - (B) Inadequate application or supporting documentation.
 - (C) Failure to instruct on topic approved.
 - (D) Inadequate experience of program developer or instructor.
 - (E) Unsatisfactory evaluation of the course instructor or materials from previous classes.
- (2) The Committee may, at any time, re-evaluate and grant or revoke approval of application or course.
- (A) The Committee may, at any time, review courses for quality of instruction. The Committee may also investigate complaints regarding approved courses. The Committee may then take appropriate action, up to and including revocation of authority to provide CE courses.
 - (B) A provider's failure to comply with any continuing education rule constitutes grounds for disciplinary action, up to and including revocation of authority to provide CE, against the provider or for denial of future applications for course work.
- (3) The Committee, or its designee, will notify the provider, in writing, of any changes in approval status.
- (f) Appeals.
- (1) Applicants denied approval of a course may appeal such a decision by submitting a written letter of appeal to the committee within fifteen days of the receipt of the notice.
 - (2) All appeals will be heard by the Committee at its next regularly scheduled meeting.
- (g) Course Presentation.
- (1) The program, including the named advertised participants, shall be conducted as approved by the committee, subject to emergency withdrawals and minor alterations.
 - (2) Changes including but not limited to location, date, instructors, or cancellations must be requested from the Committee, or its designee, in writing prior to start of class. All requests for change must include the course ID number.
- (h) Course Advertisement.
- (1) All advertising must include the course ID number.
 - (2) Approved program courses may be advertised.
 - (3) The provider of an approved continuing education program may announce or indicate as follows: Course # has been approved by the Construction Industries Board Mechanical Examining Committee for hours of CE credit.
- (i) Correspondence and Online Courses.
- (1) Applications, approvals and rejections, and appeals of all correspondence and online courses shall be the same as for classroom-based courses.
 - (2) Correspondence courses shall be required to comply with all requirements of continuous education courses, except sign-in sheets.
 - (3) Providers of an on-line course shall submit verification of six (6) hours of real time on-line instruction.

- (4) Course providers shall provide a student with a document of completion which certifies completion of approved correspondence course.
- (j) Alternate Credit Method. Credit may be earned through teaching an approved continuing education course. The Committee may award up to six hours of CE credit, not to exceed the number of approved hours for that CE course.
- (k) Continuing Education Not Required for Petroleum Refinery Journeyman. Provisions (a) – (j) herein shall not apply to the license category of Petroleum Refinery Journeyman. The Petroleum Refinery Journeyman license may be renewed without continuing education.
- (l) Continuing Education Not Required for Ground Source Piping. Provisions (a) – (j) herein shall not apply to the license category of Ground Source Piping. The Ground Source Piping category license may be renewed without continuing education provided that a current approved certification is submitted.
- (m) Continuing Education Not Required for Medical Gas. Provisions (a) – (j) herein shall not apply to the license category of Medical Gas. The Medical Gas category may be renewed without continuing education provided that a current approved certification is submitted.