The State Licensing Board for Residential and General Contractors has adopted rules for continuing education for all builders in Georgia. The new rules can be found at: CE Rules.

The following is brief overview of the rules as relates to licensed contractors:

**How many hours of continuing education are required?**

Beginning with the 2012 renewal cycle, an applicant for renewal of a Georgia Contractor License must have completed continuing education each year in order to now renew their state license.

- Residential Basic license must complete at least three (3) hours of continuing education each year for a total of six (6) hours per renewal period.
- Residential Light Commercial license must complete at least six (6) hours of continuing education each year for a for a total of twelve (12) hours per renewal period.

*IMPORTANT: Presently, the Licensing Board is interpreting this to mean that you will need to take three (3) hours in the first year (November 2010 through June 30, 2011) and another three hours in the second year (July 2011 through June 30, 2012). This section of the rules can be tricky. Unless the Licensing Board changes their interpretation of the law, you will need to take half of your required hours in the first renewal year and half your hours in the second year to meet the requirements of the law. In other words, you can't wait until the last minute to get all your hours done for your renewal.*

An applicant for renewal of a license will be required to provide a signed statement or affirmative response if renewing online, under oath, that all applicable continuing education requirements have been met. *NOTE: Random renewals will be audited each year.*

*Source: Rule 553- 12-.02; Rule 553-12-.04.*

**What records do I need to keep?**

All licensees are required to maintain records confirming attendance at and completion of continuing education, including the following information:

(a) School or organization conducting the program;
(b) Location of the program;

(c) Title of program or description of content;

(d) Program outline;

(e) Dates attended;

(f) Hours claimed; and

(g) Evidence of satisfactory completion.

**All qualified classes taught by the Greater Atlanta Home Builders Association (HBA) will include a certificate that will have all of the required information. You can verify a class or events eligibility in the class description online at [www.atlantahomebuilders.com](http://www.atlantahomebuilders.com).**

**PLEASE NOTE:** In order to provide continuing education credits, the HBA classes and programs that qualify for continuing education credit will require that you sign-in and sign-out to show that you participated in the full program as stated by the Board Rules.

The records described above must be maintained by each licensee and each program provider for two (2) years following the end of the biennium and must be submitted to the Board upon request.

Evidence of satisfactory completion must be in the form of certificates of completion, attendance records, examination, transcripts, or other independently verifiable evidence acceptable to the Board.

**Source:** Rule 553-12-.04.

**What happens if I do not complete my continuing education requirements?**

Compliance with all continuing education requirements is a condition for license renewal. Failure to complete all hours of mandatory continuing education will serve as grounds to deny the renewal of a license and may also result in disciplinary action being taken against a licensee.

The Board will verify on a test-basis information submitted by applicants for license renewals. In cases where the Board determines that the requirement is not met, the Board may grant an additional period of time in which the deficiencies may be cured.
Are there exceptions?

The Residential Division of the Contractor Licensing Board may relax or suspend the requirements of continuing education for reasons of individual hardship or health of the applicant.

Source: Rule 553-12-.02.

How can you be sure that the class will be accepted by the Board?

The HBA online calendar will include the credit information that the class or event meets the criteria for continuing education by the Licensing Board.

For classes outside of the HBA, that may not list credit information the overriding consideration in determining whether a specific program qualifies as acceptable continuing education is that it must be a formal program of learning which contributes directly to the professional competence of an individual licensed to practice as a residential contractor by this State.

The following general subject matters have been deemed acceptable by the Board:

(a) Building and related codes;

(b) Functional fields of business (e.g., finance, marketing, personnel relations, business management, and organization);

(c) Legal, legislative or regulatory updates;

(d) Workplace safety;

(e) Workers compensation; and

(f) Building techniques and technology.

Source: Rule 553-12-.03.

What about subjects that do not fall within these categories?

Subjects other than those described above will be approved by the Board if the applicant or program provider can demonstrate to the Residential Division that the subjects contribute directly to the professional competence of an individual licensed to practice as a residential contractor by this State.
If there is any question about whether the class meets the Board’s criteria, the HBA will verify with the Licensing Board staff that the class is acceptable before it is advertised.

Source: Rule 553-12-.03.

**Does a program held at a lunch meeting of a local association qualify?**

Yes, assuming the general requirements outlined above are met.

The following programs will qualify if the general requirements are met:

1. Professional development programs of recognized national, state and local trade associations;

2. Technical sessions at meetings of recognized national, state and local trade associations and their chapters;

3. University or college courses;

4. Noncredit courses from a college or university; and

5. Dinner, luncheon and breakfast meetings of recognized trade associations.

Source: Rule 553-12-.03.

**What kind of courses will qualify?**

Continuing education hours may be obtained via classroom courses and/or online or correspondence courses. Online and correspondence courses, however, may not exceed 50% of the continuing education hours required.

Source: Rule 553-12-.03.

If you have any questions, please contact Amanda Mathis at amathis@atlantahomebuilders.com or (678) 775-1469.