

**RESIDENTIAL BUILDERS AND
MAINTENANCE & ALTERATION CONTRACTORS
** RENEWAL & CONTINUING COMPETENCY REQUIREMENTS ****

**How many hours of continuing competency do I need to report at
the time of renewal in 2011?**

- The number of continuing competency hours required for the 2011 renewal depends on the issuance date of the license:
 - Individuals who were initially licensed prior to January 1, 2009 are required to have 3 hours of continuing competency as follows [MCL 339.2404b(2)]:
 - 1 hour covering building codes and laws related to the licensed occupation.
 - 1 hour covering safety.
 - 1 hour covering changes in construction and business management laws.
 - Individuals who were initially licensed between January 1, 2009 and May 31, 2009 are required to have at least 6 hours of continuing competency toward a total of 21 hours that must be completed within the first 3 years of licensure [MCL 339.2404b(2)].
 - Individuals who were initially licensed after May 31, 2009 are required to have at least 3 hours of continuing competency toward a total of 21 hours that must be completed within the first 3 years of licensure [MCL 339.2404b(2)].
- You can find your license issuance date by using the Bureau of Commercial Services license verification tool at www.michigan.gov/licenselookup.
- For information on courses and activities in your area, please contact your local builders' association.

**What courses and activities can I complete to fulfill the continuing
competency requirement?**

2011 MR 3, R 338.1564(1) permits any of the following:

- Teaching or successfully completing any approved prelicensure course, Bureau of Construction Codes code update course, MIOSHA safety course, or college course.
- Successfully completing a comprehensive test administered by the department or the Department's third-party testing contractor.
- Participation in a school-sponsored mentoring program.
- Presenting or attending a seminar, in-house course, workshop, technical presentation, or training made at a meeting, convention, or conference by a trade association, research institute, risk management entity, manufacturer, supplier, governmental agency, consulting agency, or other entity.
- Publication of an article in a trade journal or a regional magazine as an expert in the field.
- Active participation in an occupational or technical society, state advisory or review committee.
- Serving as a member or attending a state Residential Builders' and Maintenance & Alteration Contractors' Board meeting or a state Construction Code Commission meeting.
- Participating in a code hearing conducted by the International Code Council or Bureau of Construction Codes.
- Participating in research conducted in conjunction with a college or university, trade association, or manufacturer.
- Any continuing competency course or activity may be earned through distance learning [2011 MR 3, R 338.1566(3)].

Aside from the 1 hour in building codes and laws, 1 hour in safety, and 1 hour in changes in business and construction management law, what other topics can the courses/activities cover?

- Courses and activities must be relevant to the licensed occupation and may include any of the following [2011 MR 3, R 338.1564(2)]:
 - Business management, estimating, and job costing.
 - Design and building science.
 - Contracts, liability, and risk management.
 - Marketing and sales.
 - Project management and scheduling.
 - Carpentry; concrete; swimming pool installation; waterproofing a basement; excavation; insulation work; masonry work; painting and decorating; roofing; siding and gutters; screen or storm sash insulation; tile and marble work; or house wrecking.
 - Accounting and safekeeping for monies received from a customer, including the requirements of a building contract fund (MCL 570.151).
 - Accounting, finance, and taxes.
 - Personnel management.
 - Communication and customer service.
 - Environmental or land use analysis.
 - Life safety.
 - “Green” building.
 - Zoning and governance policies and procedures.
 - Mold, lead, asbestos, or other hazardous material mitigation.

How do I prove that I fulfilled the continuing competency requirement?

- At the time of license renewal, a licensee must state that he/she has fulfilled the continuing competency requirement by responding to the questions on the back of the renewal application.
- All licensees must maintain documentation for at least 5 years showing completion of activities counted toward meeting the continuing competency requirement [MCL 339.2404(6)].
- No documentation needs to be sent to the department, it will be requested if a licensee is selected for an audit [MCL 339.2404b(9)].

Do I need to have a current copy of the Michigan residential code? How can I get one?

- An applicant for renewal must state that he/she has a current copy of the Michigan residential code [MCL 339.2404(5)].
- Licensees may purchase a copy of the 2009 Michigan residential code from the International Code Council at the group discount rate by using the code “MI_BUREAU” at checkout [visit www.iccsafe.org or call (800) 786-4452]. Code books are also available for purchase at the Bureau of Construction Codes front desk at 2501 Woodlake Circle in Okemos.