

Notice to Industry **Mechanical License renewal of Journeyman.** **October 2020**

This notice provides information on mechanical licensing renewal of individuals and Professional Education Unit (PEU) resources available due to the Covid-19 disruption of in-person classroom training.

I.

Licensed individuals that are due renewal from March – Dec 2020 and were unable to gain PEUs due to classes not being available have until Jan 31, 2021 to gain the required number of PEUs and submit for license renewal. After this date, the Board will review on a case by case basis the reason for not completing license renewal in the time allotted. Original renewal license dates will remain the same and not change because of this extension.

II.

In order to assist individuals in obtaining their PEU training due to social distancing requirements, the Board of Examiners for Mechanical Licensing has determined that license holders can receive PEU credit for individual online courses other than sponsored online courses as outlined in section 8a of rule III.

The following will be required for approval of individual online courses:

- A. A synopsis of the class and the time spent on subject. Each class must be a minimum of one hour in length.
- B. Some form of testing of subject matter during/following the class to ensure that the attendee participated in the class (proof of testing through the class synopsis or letter from provider).
- C. A certificate from the presenter of the class given to the individual to verify participation.

The required documents along with Form CE-A, Individual Request for Continuing Education Credit, shall be submitted for review and approval by the Board of Examiners for Mechanical Licensing.

You can find online training classes by searching for subject matter training or by manufacturer of equipment. Once a course is found, ensure it meets the above requirements and that it is trade specific, or related to the mechanical code, other County code, current OSHA regulations or concerning Federal, State or local labor laws.