# HOME BUILDERS LICENSURE BOARD ADMINISTRATIVE CODE

## CHAPTER 465-X-8 CONTINUING EDUCATION

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### 465-X-8-.01 Continuing Education.

The Board may establish or adopt, or both, education requirements and may approve, administer, or financially support, the program or programs providing residential construction education. The Board shall adopt the administrative rules and regulations for continuing education set forth herein.
**Author:** J. Seth Gowan, Lauren Razick, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History:** **New Rule:** Published August 31, 2020; effective October 15, 2020.

### 465-X-8-.02 Continuing Education Committee.

(1) The Board may annually designate a continuing education committee consisting of three (3) members to review applications for educational providers, instructors, courses, and facilities.

(2) The continuing education committee may review applications for educational providers, instructors, courses, and facilities for approval, denial or ratification by the Board.

(3)(a) The continuing education committee may recommend to the Board suspension of the continuing education requirements for licensure for all licensees, subject to the provisions of 465-X-8-.05(2) for no more than one renewal year (January 1 through December 31).

(b) The Board shall promulgate new rules and regulations pursuant to Code of Ala. 1975, §34-14A-11, upon determination that the suspension of the continuing education requirements for licensure should extend beyond one renewal year.

**Author:** J. Seth Gowan, Lauren Razick, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History: New Rule:** Published August 31, 2020; effective October 15, 2020.

## 465-X-8-.03 Continuing Education Requirements For Licensees And Designated Qualifying Representatives.

(1) Beginning with the 2022 licensure year, all active individual licensees and/or the designated qualifying representative (DQR) for an active corporation, limited liability company, or partnership licensee shall obtain six (6) credit hours of continuing education taught by a Board approved provider or instructor each year in order to maintain an active license.

(2) A licensee and/or the DQR for an active corporation, limited liability company, or partnership licensee may carry over up to six (6) hours of continuing education hours from one licensure period to the following licensure period.

(3) Licensees and/or the DQR for an active corporation, limited liability company, or partnership licensee may be required to complete at least two (2) credit hours each year of specific courses approved by the Board.

(4) The Board may act as a provider and use qualified Board staff as instructors to provide specific and required classes relative to the Home Builders Licensure Board law and administrative regulations or other courses as needed.

(5) Licensees/DQRs may complete the remaining credit hours each year from approved elective courses.

(6) Credit hours taken to meet continuing education requirements for similar professions and taught by Board approved instructors may be used to meet the Board’s continuing education requirements. Licensees seeking credit for courses taken to meet continuing education requirements for similar professions not taught by a Board approved instructor may follow instructions set forth in Ala. Admin. Code r. 465-X-8-.03(7) below.

(7) Licensees seeking credit for a non-traditional continuing education course must submit the written request and any required documentation of the course completed to the Board with the required fee for review and approval within the current license year and prior to the renewal of the license for the following year.

(8) Board approved continuing education instructors who are also individual licensees and/or the DQR for a corporate, limited liability company, or partnership licensee may use their course instruction to satisfy the continuing education requirement. Instructors must provide the Board with evidence of what Board approved courses he or she taught, when course(s) were taught, and how many credit hours were taught. Instructors will receive credit for an individual course one time only.

(9) Remedial education courses ordered as a part of disciplinary action by the Board shall not count toward the six (6) hours of continuing education.

**Author:** J. Seth Gowan, Lauren Latham, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History: New Rule:** Published August 31, 2020; effective October 15, 2020. **Amended:** Published December 30, 2021; effective February 13, 2022. **Amended:** Published January 31, 2025; effective March 17, 2025. **Amended:** Published September 30, 2025; effective November 14, 2025.

**465-X-8-.04 Exemptions.**

The continuing education requirement of the Act shall not apply to:

(1) All active licensees age 60 and over, on or before October 1, at the start of the license renewal period.

(2) Licensees possessing an inactive license, including building officials.

(3) Licensees who are a United States Armed Forces reservist or serve in the national guard or air guard, who are activated and/or deployed a time period exceeding ninety (90) consecutive days during a licensure year, shall be exempt from the continuing education requirement for one preceding renewal period. Proof must accompany renewal license application.

(4) Any licensee applicant who qualifies under the provisions of the Military Family Jobs Opportunity Act and the Board's administrative regulations, may be exempt from the continuing education requirement during the first year of licensure.

(5) Licensees and designated qualifying representative (DQR) submitting renewal application for the first renewal year after receiving initial license.

**Author:** J. Seth Gowan, Lauren Latham, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History:** **New Rule:** Published August 31, 2020; effective October 15, 2020. **Amended:** Published January 31, 2025; effective March 17, 2025.

## 465-X-8-.05 Personal Hardship.

(1) Upon written request and proof that the licensee, designated qualifying representative, or family member has suffered a hardship resulting from a major catastrophic event that resulted in the destruction or damage to personal and/or business property, or a major medical issue that prevented the licensee from working, the Board may, in its discretion waive the continuing education requirement for one renewal year.

(2) Upon determination by the continuing education committee that a major catastrophic event, natural or otherwise, has caused such widespread loss to personal and/or business property or caused significant economic hardship to licensees, it may recommend to the Board suspension of the continuing education requirement for all licensees for one renewal year.

**Author:** J. Seth Gowan, Lauren Razick, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History:** **New Rule:** Published August 31, 2020; effective October 15, 2020.

## 465-X-8-.06 Requirements For Providers, Instructors, Courses, And Facilities.

(1) All institutions, organizations, and individuals shall submit an application, proposed courses and curricula, and non-refundable fees to the Board to be considered for approval at least 60 days prior to the first scheduled event where the applicant intends to provide approved continuing education credit.

(2) All instructors shall submit an application, resume, and non-refundable fees to the Board to be considered for approval at least 60 days prior to the first scheduled event where the applicant intends to provide approved continuing education credit.

(a) The Board may require prior teaching experience.

(b) The Board may require a college degree.

(c) The Board may accept proof of competency and/or certification.

(d) The Board may require providers and instructors who offer a course online to offer the course at least once a year in a classroom setting to accommodate licensee's needs and abilities to comply with continuing education requirements.

(e) The Board may require that courses specific to Alabama be offered in the classroom or by live online media.

(f) The Board may require instructors and providers to attend a review and oversight session to ensure course curriculum and presentation is consistent with agency law, regulations and legal opinions.

(3) Courses that meet the continuing education requirements for similar professionals must be taught by a Board approved instructor to count toward the licensee's continuing education credits.

(4) All proposed courses and curricula submitted with application shall include a thorough description of course including title, description, and length of course.

Advertisement must include language reflecting that the course was approved by the Board.

(5) All facilities offering courses for continuing education must meet Americans with Disabilities Act guidelines.
**Author:** J. Seth Gowan, Lauren Latham, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History: New Rule:** Published August 31, 2020; effective October 15, 2020. **Amended:** Published January 31, 2025; effective March 17, 2025.

**465-X-8-.07 Approval Of Providers, Instructors, And Courses.**

Upon approval of an application, each approved provider and/or instructor shall agree to conduct courses in accordance with Board requirements and shall indicate agreement by signing a continuing education provider/instructor agreement form provided by the Board.
**Author:** J. Seth Gowan, Lauren Razick, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History: New Rule:** Published August 31, 2020; effective October 15, 2020.

**465-X-8-.08 Reporting Procedure; Violation Of Rules; Reinstatement.**

(1) Approved providers and instructors shall provide documentation to the Board and licensees of successful completion of course hours and pay the credit hour fee within five business days of course completion. Instructors and/or providers who fail to provide or provide false documentation to the Board and/or licensees may be subject to suspension and permanent removal from the list of Board approved instructors and providers.

(2) The Board shall have the authority to monitor approved courses, providers and instructors to determine compliance with the terms of the agreement and the rules and regulations of the Board. The Board may suspend, revoke or terminate the agreement with any approved continuing education provider or instructor if the Board determines that either has failed to comply with the terms of the agreement or the rules and regulations of the Board. All providers, instructors and courses shall be up to date relative to code, law, and regulations relevant to content covered.

(3) Any institution, organization or individual who acts as a provider or instructor of continuing education without being properly certified, or who provides the Board with falsified information or documentation may be subject to having their provider or instructor status revoked and/or prevented from obtaining future approval as a provider or instructor. A provider or instructor with a revoked status may petition the Board for reinstatement; such petition must be accompanied by a filing fee as determined by the Board.
**Author:** J. Seth Gowan, Lauren Latham, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History: New Rule:** Published August 31, 2020; effective October 15, 2020. **Amended:** Published January 31, 2025; effective March 17, 2025.

**465-X-8-.09 Renewal Of Providers, Instructors, And Courses.**

(1) Certification is valid only during the calendar year indicated on the certificate. At the end of that calendar year, the certification expires unless it is timely renewed by the provider or instructor.

(2) To renew a certification, providers and instructors must timely file a complete and accurate annual renewal application with the Executive Director.

(3) Courses are only valid during the calendar year indicated on the certification letter or certificate and will expire at the end of the calendar year. To recertify the course, providers and instructors must timely file a complete and accurate annual renewal application with the Executive Director.

**Author:** J. Seth Gowan, Lauren Razick, Darlene Burt
**Statutory Authority:** Code of Ala. 1975, §§34-14A-7, 34-14A-11.
**History:** **New Rule:** Published August 31, 2020; effective October 15, 2020.