

**ALABAMA PLUMBERS AND GAS FITTERS EXAMINING BOARD
ADMINISTRATIVE CODE**

**CHAPTER 720-X-21
CONTINUING EDUCATION REQUIREMENTS FOR CERTIFIED CONTRACTORS**

720-X-21-.05

**Qualifications And Standards For Board Approved
Providers And Instructors.**

- (1) Providers are required to designate a specific company representative to manage all communications with the Board.
- (2) To obtain approval as a Board-certified continuing education provider, an applicant is required to submit the appropriate fee and a comprehensive application. This application should contain: a detailed plan for high-quality continuing education designed specifically for plumbing and gas fitting contractors; the provider's mission statement and goals; thorough policies and procedures for the execution and evaluation of the educational programs and units; and a specialized educational unit staffed with competent personnel and equipped with the necessary resources to execute a well-organized plan for continuing education.
- (3) Approved providers bear the responsibility for the quality, accuracy, and veracity of the continuing education programs they offer.
- (4) Approved providers are required to verify that instructors possess the qualifications suitable for the content of the activity.
- (5) Approved providers are required to submit electronic records of all contact hours awarded to certified contractors using the format and method prescribed by the Board.
- (6) Records and reports must be preserved for a minimum of two years.
- (7) Once approved, the entity will be assigned a provider number, recognizing it as an approved provider of continuing education.
- (8) The Board Approved Provider ID remains valid indefinitely, provided that the standards for approval are upheld.
- (9) The provider ID is required on course announcements, certificates, records, reports, and all correspondence with the Board.
- (10) The entity's name associated with the Board-assigned provider number can be altered upon a written request from the designated contact person or the administrator.

(11) A provider's approval may be subject to revocation if the provider does not adhere to the requirements specified in this chapter.

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Statutory Authority: Code of Ala. 1975, §34-37-2.

History: **New Rule:** Published September 30, 2024; effective November 14, 2024, operative January 1, 2025.

Penalty: Non-compliance will result in a provider and/or class not being approved.