

Application for Additional Contact Hours toward Code Enforcement Officer and Third Party Inspector Recertification

Eligibility Requirement: Code Enforcement Officers may apply up to 6 contact hours per certification area in a 6-year certification cycle.

Date of Application: _____

Contact Information

Name: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip: _____

Certification Information

Current Certification Areas: _____

Initial Certification Year: _____

Current Municipal Employment (Maine only) (not applicable to TPIs)

Position	Town	Length of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Municipal Employment (Maine only) (not applicable to TPIs)

Position	Town	Length of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Post-Secondary Education

Institution	Degree	Graduation Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Professional Licenses/Certifications – State and National

Organization	License/Certification	Date Awarded

Professional Activities (see examples on last sheet)

Description of Activity	Sponsoring Organization	Date Performed	Hours

Calculating Your Request

A CEO may apply up to 6 contact hours per certification area in a 6 year certification cycle. See the next page for more information on applying contact hours.

	Land Use	Shoreland Zoning	Subsurface Wastewater	Internal Plumbing	Legal Issues
	Number of contact hours requested				
Work Experience					
Post-Secondary Education					
Professional License					
Professional Activities					
Total (cannot exceed 6)					

To apply for additional recertification contact hours in building codes and standards, a CEO or TPI must have already either passed the examination(s) or taken the update course if the examination(s) were waived.

	Residential Building	Commercial Building	Residential Ventilation	Commercial Ventilation	Residential Energy	Commercial Energy	Residential Radon
	Number of contact hours requested						
Work Experience							
Post-Secondary Education							
Professional License							
Professional Activities							
Total (cannot exceed 6)							

Return this form to: Maine Department of Economic & Community Development
 CEO Training & Certification Program
 59 State House Station
 Augusta, ME 04333-0059
 Drew.Morris@maine.gov

PHONE: 624-9812
 FAX: 287-8070

The Office determines whether the contact hours requested is applicable and applies the hours to the most closely related certification area.

Office Use Only	
Date Received _____	
<input type="checkbox"/> Contact Hours Granted:	
_____ #hours: Land Use	_____ #hours: Residential Building
_____ #hours: Shoreland Zoning	_____ #hours: Commercial Building
_____ #hours: Internal Plumbing	_____ #hours: Residential Energy
_____ #hours: Subsurface Waste	_____ #hours: Commercial Energy
_____ #hours: Legal Issues	_____ #hours: Residential Radon
	_____ #hours: Indoor Residential Ventilation
	_____ #hours: Indoor Commercial Ventilation
<input type="checkbox"/> Contact Hours Denied	
Reason:	

Contact Hours Allowed

Work Experience

five (5) to nine (9) years = 2 contact hours

ten (10) to fourteen (14) years = 4 contact hours

fifteen (15) or more years = 6 contact hours

Post-Secondary Education

Completed bachelor's degree = three (3) contact hours

Completed associate's degree = two (2) contact hours

Completed two-year vocational program = two (2) contact hours

Completed certificate program = one (1) contact hour

Completed apprenticeship or internship = one (1) contact hour

Post-secondary courses credited towards a new degree during the six-year certification cycle = one (1) contact hour per credit

Professional License – State or National

Two (2) contact hours per license directly related to certification area

Professional Activity

One (1) contact hour per hour of activity

Documenting Your Contact Hours

For each training activity for which contact hours are requested, please provide the following documentation:

Work Experience

Letter attested by municipal clerk of dates of service to the municipality

Post-Secondary Education

Copy of diploma or certification of completion

Professional License/Certification – State or National

Copy of license or certification

Professional Activity

Completed professional activity form or certificate signed by sponsoring organization

Professional Activity Guidance

Examples of professional activity that the office could approve:

- a. Volunteer time spent serving on a municipal comprehensive planning committee, conservation committee, or historic preservation committee, or a planning or appeals board in another municipality may count towards the land use specific area;
- b. Service on a state building code task force may count towards the building standards specific area, or service on a state climate change working group may count towards the land use specific area;
- c. Serving as an officer of a code enforcement officer professional association may count towards legal issues;
- d. Teaching or leading a training workshop on fire safety may count towards building standards specific area, or a workshop on subdivision law may count towards the land use specific area;
- e. Serving as a voluntary inspector of subsurface waste disposal systems may count towards the subsurface waste specific area;
- f. Volunteer time working for habitat for humanity may count towards the building standards specific area;
- g. Volunteer time working for a free legal services organization may count towards legal issues;
- h. Documented work experience using Rule 80K procedures such as filing court documents, preparing for court, and appearing in court may count towards legal issues.