

3.8 EDUCATION

3.8.1 Authority and Scope

The Board adopts by rule the following standards and requirements for education. The Board may also seek to have third-party vendors or providers assist in the management of educational programs. Educational requirements for other licenses governed by the Board are set forth under the corresponding rules and regulations for each license. Contractors engaging in only commercial work shall be exempted from this education requirement.

3.8.2 Pre-registration Education

As a condition of registration, each applicant must provide the Board with proof of completion of five (5) credit hours (1 credit hour = 50 minutes) of education prior to obtaining a registration. The 5 hours of Pre-registration credits must have been completed within twenty four (24) months prior to applying for a registration and must have been completed in person. Applicants are responsible for payment of any fees or materials associated with the courses taken. Documentation of all 5 credit hours must be submitted to the Board together with the applicant's application and fee, either electronically from Board approved third-party vendors or in person.

1. To fulfill the 5 credit hours prior to initial registration, the applicant must complete in person:

a) One (1) credit hour of Board-approved or other third-party vendor approved courses covering Construction Codes and Standards;

b) One (1) credit hour of Board-approved or other third-party vendor approved courses covering Contracts;

c) One (1) credit hour of Board-approved or other third-party vendor approved courses covering Workplace Safety;

d) One (1) credit hour of Board-approved or other third-party vendor approved courses covering Business Principles and Practices; and

e) One (1) credit hour of Board-approved or other third-party vendor approved course related to the practice of construction or other topics related to the applicant's business, including but not limited to: land use, development, planning

Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations and Construction Standards Page 19 of 109

and zoning, resource conservation or estimating.

2. A listing of Board-approved or other third-party vendor approved courses are available on the Board's website; www.crb.ri.gov.

3. An applicant who has graduated from an accredited Technical or Vocational High School or College within the prior 24 months may submit evidence to the Board that courses completed are sufficient to satisfy the Pre-registration Education requirements. The applicant must submit a transcript listing related construction courses completed, details regarding the school's accreditation information, and contact information for the registrar. It is within the Board's discretion whether to allow the prior schooling to qualify as Preregistration Education credit.

3.8.3 Continuing Education

After the initial Pre-registration Education requirements are completed, the registrant must complete five (5) credit hours of Continuing Education courses during the two year registration period, and prior to renewal, in order to maintain his/her registration pursuant to R.I.G.L. § 5-65-5(e). To fulfill the Continuing Education requirements:

1. Registrants: Registrants must complete five (5) credit hours of Board-approved or other third-party vendor approved courses related to the practices of construction or other topics related to the nature of the registrant's business, including but not limited to: land use, development, planning and zoning, resource conservation and estimating.
2. Board Members: Service on the Rhode Island Contractors' Registration and Licensing Board will satisfy the 5 hour Continuing Education requirement, so long as the Board member remains in good standing with the Board and maintains the proper registration/licensing requirements during his/her term of appointment.
3. Course Instructors: Board-approved or other third-party-vendor approved Pre-registration and Continuing Education course instructors may use their course instruction to satisfy the Continuing Education requirement. Instructors must provide the Board or other third-party vendor with evidence of what Board or other third-party vendor approved courses he/she taught, when course(s) were taught, and how many credit hours were taught, and will receive credit for each particular course only once.
4. Registrant Holding Other Board Governed Licenses: If a registrant is also licensed by the Board as a Home Inspector, Well Drilling Contractor, Underground Utility Contractor, Pump Installer, Commercial Roofer or other license governed by the Board, education credits obtained for that license may satisfy the Continuing Education requirements for contractor registration. Registrant must provide proof of completion of the licensure education credits upon renewal, and courses must be approved by the Board.
5. Deferral for Continuing Education: Upon request and upon payment of a \$100.00 fee to the Board, a registrant may be granted one time, within a two year renewal cycle, a six (6) month deferral to complete his/her Continuing Education requirements.

3.8.4 Non-Qualifying Education

Subject matter not acceptable for Pre-registration or Continuing Education credit includes, but is not limited to: mechanical office and business skills such as typing, speed reading or memory improvement;

physical well-being or personal development such as motivation, stress Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations and Construction Standards Page 20 of 109

management, time management, dress for success and meetings held in conjunction with the general business of the registrant. Registrants are encouraged to complete such trainings, but any such courses will not count towards the educational requirements for registration.

3.8.5 Proof of Educational Course Completion/Compliance

Each registrant must obtain his/her Pre-registration and Continuing Education credits through a Board-approved or other third-party-vendor approved provider. The applicant/registrant is responsible for demonstrating compliance with and completion of the Pre-registration and Continuing Education requirements. Irrespective of any transcript that may be issued directly to the Board by a vendor, provider or instructor, an original certificate issued by the vendor, provider or instructor to the registrant shall serve as conclusive evidence of course completion. The applicant/registrant is required to provide a photocopy of the original course completion documents/certificates to the Board-approved or other third-party-vendor for both initial registration and renewal of registration purposes. The applicant/registrant must retain the original documents/certificates for his/her current registration period, and for three (3) years following the completion of the course(s), as proof of course completion if audited. Course certificates shall include the date of the course, number of credit hours completed, contact information of the provider and the instructor, any accreditation information and signature of the instructor.

If the applicant is submitting transcripts from a Vocational or Technical High School or College as proof of compliance, the applicant must also submit the school's accreditation information, contact information for the registrar, and must submit original transcripts.

Providers, vendors and instructors must keep copies of all certificates issued to applicants and registrants for three (3) years following the completion of the course(s).

Providing false or fraudulent information or documentation to the Board or other third-party vendor will result in fines of up to \$10,000 pursuant to R.I.G.L. § 5-65-5(c).

3.8.6 Violations for Failing to Complete Education Requirements

1. Pursuant to R.I.G.L. § 5-65-10(a)(17) and § 5-65-10(k)(2), the Board may revoke, suspend, or refuse to issue, reinstate, or reissue a contractor's registration if the applicant/registrant has failed to complete or maintain the required Preregistration or Continuing Education credits required by the Board.
2. At an administrative hearing, the hearing officer may require the registrant to complete/attend continuing education courses in lieu of or in addition to a fine pursuant to R.I.G.L. § 5-65-10(d).

3. Operating as a contractor or offering to conduct work as a contractor without having completed the requisite Preregistration or Continuing Education requirements will result in fines for operating as a non-registered contractor in violation of R.I.G.L. § 5-65-3.

3.8.7 Course Materials and Fees

Each applicant/registrant shall be responsible for paying for course-related fees and acquiring course materials used in any Pre-registration or Continuing Education course. This requirement includes the acquisition of a current publication of codes and/or standards or rules that may be applicable to the registrant's trade or specialty.

Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations and Construction Standards Page 21 of 109

3.8.8 Educational Course Providers / Vendors

1. Education Subcommittee: The Board may form an Education Subcommittee which will review, assess, approve, or deny applications for educational course providers and instructors according to the general standards set forth in these standards and within the Board's and Subcommittee's discretion. The Subcommittee shall consist of at least three (3) Board members and will meet one hour prior to the regularly scheduled Board meeting or as necessary. The decision of the Subcommittee will be presented to the full Board at regularly scheduled Board meetings for final approval/denial of a provider, instructor, or related education issues. A current list of approved providers and courses will be maintained on the Contractors' Registration and Licensing Board's website; www.crb.ri.gov.

2. Organizational Provider Application: In order to become a Board or other third-party vendor approved course provider, the prospective provider must first submit an application to the Board, which may be reviewed by the Education Subcommittee and approved or denied by the Board. The application must include:

- a) Name of training provider;
- b) Business identifying number (FEIN#);
- c) Number of days / years in business;
- d) Physical address;
- e) Phone number;
- f) E-mail address;
- g) Type of instruction (on-line, instructor led or both);
- h) Reference letter including referring organization's name and contact information;

i) Business resume (basic description of business, credentials qualifying the company or organization as a trainer);

j) Name of business principals;

k) Insurance coverage and policy number (must have at least \$1 million or more in liability coverage);

l) Signed affidavit that:

i. All instructors are qualified to teach the courses to be offered;

ii. Any facility where courses will be taught will be ADA compliant;

iii. Any facility where courses will be taught will be adequately lighted, heated/cooled, void of distractions as much as possible, be equipped with the teaching/learning equipment necessary to enhance learning (such as media projectors, TV/VCR, marker board and/or other safety equipment needed for instruction), have sufficient seating for attendees, and have easily accessible restrooms available for men and women;

iv. Each credit hour will be equivalent to 50 minutes of instruction time;

v. Each instructor will be properly registered and/or licensed within his/her trade or otherwise properly qualified;

vi. The provider and/or instructor will provide each applicant/registrant/licensee with certificates of completion for each Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations and Construction Standards Page 22 of 109

course and that each certificate will include the date of the course, number of credit hours completed, contact information of the provider and the instructor, any accreditation information, and signature of the instructor;

vii. The provider will retain copies of certificates issued to students for three years following completion of the course;

viii. All information collected from or provided by any applicant/registrant/licensee will be kept private and that the provider will not provide that information to any third party without the express approval and consent of the applicant/registrant/licensee;

ix. Provider will provide a list of successful applicants/registrants/licensees that have passed the course to the Board electronically;

m) List and description of courses intended to offer, including relevance to the construction industry, how the course will evaluate/test the student and minimum/maximum class size;

n) List and amounts of any fees or costs that will be charged for the courses exclusive of books and materials;

o) Application fee of \$250.00 and an additional fee of \$100.00 for each credit hour submitted for approval. Approved courses shall be valid for five (5) years and must be resubmitted for approval upon their expiration.

3. Individual Provider Application: An individual instructor seeking to become a provider may also submit the same application as above as related to an individual. An individual provider must maintain at least \$1,000,000 in liability insurance coverage.

4. Approved Course Providers: Upon approval by the Board, successful course provider applicants shall be assigned a unique identification number. In order to maintain status as an approved course provider, providers:

a) May be required to advertise courses as approved including course titles, total credit hours, cost of course(s);

b) May be required to enter information into a third party system for uniformity within a timeframe to be specified following students' completion of the course(s).

5. Failure to comply with the terms and conditions prescribed within the application and affidavit may result in the revocation of provider's approved status.

6. Instructor Evaluations: Instructors shall distribute course/instructor evaluation forms to each student at the completion of each course. Instructors shall follow up on legitimate complaints or suggestions for improvement. Such evaluation forms shall include a contact name and phone number at the Contractors' Registration and Licensing Board where complaints can be filed and shall be maintained by the Provider and made available to the Board on request for a period of three (3) years following the course completion date.

3.8.9 Exceptions to Education Requirements

The Board or its Executive Director may defer or waive some or all of the Preregistration or Continuing Education requirements in the event of a state of emergency declared by the Governor or for good cause shown by the applicant/registrant.

Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations and Construction Standards Page 23 of 109

3.8.10 Violation for Operating as Non-Certified Provider

Any individual or organization who acts as a provider or instructor without being properly certified or who provides the Board with any falsified information or documentation may be prevented from obtaining future certification as a provider or instructor.

3.8.11 Penalties for Noncompliance

Any provider or instructor who violates these requirements or falsifies documentation may be subject to having their provider or instructor status revoked. 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.

Rhode Island Contractors' Registration and Licensing Board

Administrative Regulations