PLU CE COURSE APPLICATION - REQUIRED DOCUMENTATION

☐ A timed outline or syllabus.

  a. Curricula must be based on one or more of the following:
     ☐ The adopted state plumbing code – Uniform Plumbing Code.
     ☐ Title 37, chapter 69, MCA, pertaining to licensure of plumbers;
     ☐ Title 50, chapter 60, MCA, pertaining to building codes and permit
       requirements;
     ☐ ARM Title 24, chapter 180, pertaining to the board’s rules;
     ☐ ARM 24.301.301 through 24.301.351, pertaining to building code
       plumbing matters; or
     ☐ Other subjects related to the plumbing industry, as approved by the
       board.
  b. Outline or syllabus must include references to Montana adopted codes, rules,
     and statutes.

☐ Documentation for each instructor showing they meet one of the following
  qualifications:

  ☐ A certified CE instructor employed by IAPMO

  ☐ A plumbing CE instructor approved in a state that has a plumbing license
    reciprocity agreement with the board, if the instructor has also successfully
    completed the IAPMO “train the trainer” course for the UPC.

  ☐ Licensed as a journeyman or master plumber in a state or jurisdiction that has
    adopted the UPC if the instructor:
    ☐ Has no former or pending disciplinary actions against the instructor’s
      plumbing license in any jurisdiction, unless the board is satisfied that
      the conduct has been adequately addressed through compliance with
      sanctions imposed; and either:
      ☐ Is a UPC inspector for an authority having jurisdiction, as that term
        is defined in the UPC; or
      ☐ Is an apprenticeship training instructor for a union in a jurisdiction
        that has adopted the UPC; or
      ☐ Is certified as a plumbing inspector by IAPMO; or
      ☐ Has successfully complete the IAPMO “train the trainer” course for
        the UPC.

  ☐ A sample certificate of completion which includes the date, title, and location of
    course, name of instructor, name of person completing the course, the Board of
    Plumbers approval number, and the number of hours awarded.

  ☐ Example quiz questions.
ADDITIONAL INFORMATION

1. Incomplete applications will not be reviewed.

2. Refunds will not be issued for incomplete or denied applications.

3. For further information regarding CE provider and course approvals see the board’s continuing education administrative rules 24.180.2102 and 24.180.2103.

4. Board approvals expire when changes in plumbing code, statutes, or rules necessitate.

5. Once a course is approved, a provider is required to upload rosters of attendance by Montana licensees at https://ebiz.mt.gov/pol.