



**Kay Ivey**  
Governor

**STATE OF ALABAMA  
PLUMBERS & GAS FITTERS  
EXAMINING BOARD**

216 AQUARIUS DRIVE, SUITE 319  
HOMEWOOD, AL 35209  
PHONE (205)945-4857  
FAX (205)945-9915  
www.pgfb.alabama.gov



**James M. Morgan**  
Executive Director

**Initial Application Packet for Continuing Education Providers**  
**PLEASE READ CAREFULLY**

This packet contains all forms needed to INITIALLY request Board approval to become an approved Continuing Education (CE) provider. This packet should ONLY be used if you have never submitted a provider approval to the Board for review. You do not complete all forms in this packet for annual renewals or to request additional approval for providers or courses once you are an approved provider.

The following forms are attached to this packet and the requirements of each form are listed along with the name of the form:

- **Continuing Education Provider Application**  
This form is required to be completed only upon initial request to the Board to be a CE provider. Form should be filled out entirely, to include payment information for the non-refundable \$75.00 fee.
- **Agreement to Provide Continuing Education**  
This form is required to be signed and submitted only along with the initial request to the Board to be a CE provider.
- **Continuing Education Course Application**  
This form should be filled out for EACH course you are requesting the Board to approve. Form should be completed in its' entirety and should include any requested attachments and payment of the non-refundable fee of \$25.00 per course. Once you are an approved provider, you may submit this form any time you wish to request the approval of an additional course and do not have to re-submit the CE Provider Application or Agreement to Provide CE.
- **Continuing Education Instructor Application**  
This form should be filled out for EACH instructor you are requesting the Board to approve. This form should be submitted along with a letter of recommendation from the provider and a resume reflecting the proposed instructor's expertise in the area of specialty and prior teaching experience. Payment of the non-refundable fee of \$25.00 per instructor should also be submitted. Once you are an approved provider, you may submit this form any time you wish to request the approval of an additional course and do not have to re-submit the CE Provider Application or Agreement to Provide CE.
- **Continuing Education Fee Payment Form**  
This form can be filled out with your payment information and allows you to easily provide payment for all forms without needing to submit multiple credit card or e-check authorization forms. You can submit check or money order via mail if you choose.

All forms included in this packet and associated fee payments must be received no later than twenty (20) days prior to the Board's next regularly scheduled meeting. If there is any requested information not included, this may result in denial of applications or delays in approval until the next regularly scheduled Board meeting. Board meeting dates can be found on our website. Submission deadlines for each Board meeting will be on the website under Board meetings.



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Executive Director

**CONTINUING EDUCATION PROVIDER APPLICATION**

**SECTION A: PROVIDER CONTACT INFORMATION**

Name of Provider: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

**SECTION B: PROVIDER DETAILS**

1. Primary Function of Provider: (Educational, Industrial, Professional, etc.)

\_\_\_\_\_

2. Provide a brief narrative describing the physical facility (not applicable for online providers):

\_\_\_\_\_

\_\_\_\_\_

3. Provide a statement that describes the mission and purpose of your organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C: FEES:** This application must be submitted along with \$75.00 fee. Payment can be made via e-check or credit card by filling out the appropriate form or by mailing check or money order.

**STATE OF ALABAMA PLUMBERS & GAS FITTERS EXAMINING BOARD**  
**PROCEDURES, GUIDELINES, AND APPLICATION TO BECOME A CONTINUING**  
**EDUCATION PROVIDER**

All continuing education applications submitted to the Board for review must be received by the Board at least 20 days prior to the next regularly scheduled Board meeting and must include all appropriate fees.

The Board meeting schedule can be found at [www.pgfb.alabama.gov](http://www.pgfb.alabama.gov).

The Board has established the Standards and Minimum Requirements for Awarding Continuing Education Credit to ensure that all certified contractors receive the highest quality continuing education possible.

Only those institutions, organizations, and individuals that meet or exceed the following Standards and Minimum Requirements will be approved to award continuing education credit. Institutions, organizations, and individuals wishing to become a qualified provider must submit the required application to the Board for review.

The Board's Continuing Education Committee will review the application and make its recommendation to the Board to approve or deny the application or request additional information from the applicant.

The Executive Director will inform the applicant, in writing, of the Board's decision. Upon approval of the application, each approved provider shall agree to conduct courses in accordance with the Board requirements and shall indicate its agreement by signing a continuing education provider agreement form provided by the Board.

Course providers may be, but are not limited to, community, technical, junior colleges, universities, trade associations, providers of self-study and/or distance education programs, third party professional examination companies and others as determined by the Board to be qualified.

The Board must approve instructors who teach continuing education classes for Continuing education credit.

The Board may deny an application if it is found that the applicant has failed to comply with the terms of any agreement or the rules of the Board.

The Board shall hear any appeals from denials at regularly scheduled meetings of the Board.

The Board has established the following fees and charges:

Continuing Education Provider Application Fee \$75.00  
Continuing Education Instructor Fee \$25.00  
Continuing Education Course Fee \$25.00

All fees established by the Board must be submitted with provider application and no part of said fees shall be returned.

The Board may request that a course provider reapply to the Board for approval if the provider has not held any classes for continuing education credit or submitted a roster to the Board for a period of four years.

The provider will be required to submit a new application along with all appropriate fees to the Board for approval prior to holding a class for continuing education credit.

Please contact the Board at (205) 945-4857, if you have any questions.

## **STANDARDS**

Only approved institutions, organizations, or individual meeting the following Standards will be approved to offer continuing education courses to certified contractors for continuing education credit.

### **STANDARD 1. Facilities**

Instructional facilities must be adequate to effectively teach the course content. Classrooms or instructional areas must be adequately lighted, heated/cooled, void of distractions as much as possible, and equipped with multi-media equipment such as marker board, overhead projector, TV/VCR or other teaching/learning equipment necessary to enhance learning.

Classrooms or instructional areas must provide adequate seating to accommodate all participants.

When applicable, reasonable accommodations must be made for persons with disabilities in accordance with the Americans with Disabilities Act.

Laboratory or shop areas must be properly and safely maintained.

Safety equipment such as safety glasses must be provided to all participants when instruction is provided in a shop or laboratory, as applicable. Laboratory or shop areas must be adequately equipped with training equipment, mock-ups, or other live work projects relative to the course content. Restroom facilities should be easily accessible and must accommodate both men and women participants.

Course provided via self-study or other distance learning means must provide a detailed outline describing the learning environment.

### **STANDARD 2. Instructors**

A letter of recommendation from the provider and a resume for each instructor reflecting expertise within his/her area of specialty and prior teaching experience must be submitted to the Board.

Teaching experience may be either formal or informal.

A college degree is not required for individuals who teach plumbing or gas fitting theory or related laboratory courses.

In lieu of a college degree, the instructor must provide proof of competency, i.e. NOCTI, ACCA, ARI, NATE, ESCO or other appropriate certification related to his/her area of specialty.

An appropriate college degree and/or certification is required of individuals who teach business, or engineering related courses or courses related to safety, government regulations or courses in the area of public relations.

Instructors shall be considered for approval if they satisfy at least one of the following:

1. Found by the Board to have professional or trade experience or other special qualifications qualifying him/her to teach continuing education courses. A “qualified individual” based on license classification and proven teaching experience;
2. Pass the Continuing Education Instructor Examination and have proven knowledge of the subject material;
3. A “qualified code enforcement official” with proven teaching experience;

### **STANDARD 3. Plan of Instruction/Course**

A course syllabus for each course must be submitted to the Board for approval. All course syllabi must include all of the following:

1. Course title;
2. Course description;
3. Course goals/anticipated outcome;
4. List of resource materials or textbooks;
5. Length of course.

Continuing education courses must be in areas related to plumbing or gas fitting, safety, technological advances, business management or government regulations.

Courses submitted for the intent of advertising or promoting products will not be accepted.

Specialized training on brand specific equipment will be considered only if all certified contractors are allowed to attend and participate and the intent of the course is not promotional in nature.

## **MINIMUM REQUIREMENTS**

### **I. Provider**

- A. Each provider shall submit an application, along with the appropriate fees, to the Board. To qualify as an approved continuing education provider the following minimum requirements must be met:
  1. All courses offered by the providers shall cover subject matter as set out in Standard 3, Plan of Instruction/Course.

2. Only courses approved by the Board and presented by approved instructors shall be approved for continuing education credit.
3. Each provider shall maintain and submit to the Board a list of attendees, including social security and certification numbers, on the Board's prescribed roster.
4. The provider shall provide each attendee with a certificate of completion within thirty (30) days after completion of the approved course.

**B. Provider Application:**

The application shall include, but is not limited to:

1. Name of the Provider
2. Provider contact person, address and telephone number
3. Brief narrative describing the physical facility or facilities.
4. Statement describing the mission and purpose of the provider.

C. Upon approval of the application, each approved provider shall agree to conduct courses in accordance with the Board requirements and shall indicate its agreement by signing a continuing education provider agreement form provided by the Board.

**II. Course / Plan of Instruction**

- A. The Board does not mandate the specific courses to be taken by certified contractors. Since individual needs vary, everyone must exercise judgment in selecting courses that will advance that individual's knowledge.
- B. All continuing education courses given by an approved provider must be submitted with the required application. Credits for continuing education will be awarded only for courses that have been approved by the Board and taught by providers approved by the Board for approval prior to offering the course for continuing education credit.
- C. To qualify as an approved continuing education course the following minimum requirements must be met:
  1. Credit shall be given only in multiple of one contact hour. A contact hour is 60 minutes of instruction.
  2. Credit shall be granted to the qualified individual upon completion of the entire course.
  3. No credit shall be given for courses attended prior to becoming a certified contractor.
  4. Continuing education credit for courses that are not a part of a college curriculum is given based on contact hours. Credit is granted only for full contact hours.
  5. Continuing education credit for an online course is given on the average number of contact hours needed to complete the course.
    - a. The course shall include a written examination having a minimum of 25 questions and a passing grade of seventy (70).
    - b. The provider must determine the average number of contact hours it takes to complete the self-study course and submit this information with the application.

D. Course Application:

Each provider shall apply to the Board. The application shall include, but not be limited to:

1. Instructor's Name
2. Instructor's address and phone numbers
3. Name of the provider
4. Course syllabus containing:
  - a. Course title
  - b. Course description
  - c. Course goals/anticipated outcome
  - d. List of resource materials or textbooks
  - e. Length of course
5. Contact Hours
6. Qualifications of the Instructor

E: Approved providers and instructors who advertise courses for continuing education credit must state on the advertisement as follows: "This course, (Course title as approved), for (Number of hours that the course was approved for) hours, has been approved by the State of Alabama Plumbers & Gas Fitters Examining Board".

### **REVOCATION OF APPROVAL**

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.

The Board shall have the authority to monitor approved courses to determine whether the provider and/or instructor are complying with the terms of the agreement and the rules and regulations of the Board.



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**Agreement to Provide Continuing Education**

Provider agrees to maintain and submit to the Board a list of attendees, including social security and/or certification numbers, on the Board’s prescribed roster;

Provider agrees to provide each attendee with a certificate of completion within seven (7) days after completion of the approved course;

Provider agrees to conduct courses in accordance with all Board requirements;

Provider agrees and understands that in order for a certified contractor to receive the proper continuing education credit all courses and instructors must be approved by the Board prior to offering the course;

Provider understands that credit for an approved course will not be granted to the qualified individual until completion of the entire course; and that credit shall not be awarded for courses attended prior to becoming a certified contractor;

Provider understands and agrees that in order to advertise a course for continuing education credit the provider must state on the advertisement as follows:

“This course, (*Course title as approved*) for (*Number of hours that the course was approved for*) hours has been approved by The State of Alabama Plumbers & Gas Fitters Examining Board.”

Provider agrees and understands that the Board has the authority to monitor approved courses to determine whether the provider and/or instructor are complying with the terms of the agreement and the rules and regulations of the Board;

Provider agrees and understands that 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 this agreement or the rules and regulations of the Board.

\_\_\_\_\_  
Name of Provider

\_\_\_\_\_  
Executive Director  
Plumbers & Gas Fitters Examining Board

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





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**CONTINUING EDUCATION COURSE APPLICATION**

**SECTION A: PROVIDER CONTACT INFORMATION**

Name of Provider: \_\_\_\_\_

Course Locations (not applicable for online courses): \_\_\_\_\_

**SECTION B: COURSE INFORMATION (one course per application)**

Course title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

\_\_\_\_\_  
If instructor has not been previously approved by the Board please include Course Description and Syllabus (syllabus must be attached).

CE Hours Requested (Courses must be a minimum of 1 hour): \_\_\_\_\_

Course Goals/Anticipated Outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resource Material (Include multi-media equipment or other instructional aids): \_\_\_\_\_

\_\_\_\_\_

Please select a course type (you may choose more than one):

- |  |  |
|--|--|
| <input type="checkbox"/> Appliance Installation            | <input type="checkbox"/> Engineering       |
| <input type="checkbox"/> Business Operations               | <input type="checkbox"/> Gas Piping Theory |
| <input type="checkbox"/> Finance/Business Management       | <input type="checkbox"/> OSHA/Job Safety   |
| <input type="checkbox"/> Alabama Law/Rules and Regulations | <input type="checkbox"/> ICC Codes         |
| <input type="checkbox"/> Plumbing Theory                   |  |
| <input type="checkbox"/> Other (Describe): _____           |  |

**SECTION C: FEES:** This application must be submitted along with \$25.00 fee. Payment can be made via e-check or credit card by filling out the appropriate form or by mailing check or money order.



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**CONTINUING EDUCATION INSTRUCTOR APPLICATION**

**SECTION A: INSTRUCTOR INFORMATION**

Instructor Requirements: (at least one of the following)

1. Found by the Board to have professional or trade experience or other special qualifications qualifying him/her to teach continuing education courses.
2. Display proven knowledge of the subject material.
3. A “qualified code enforcement official” with proven teaching experience.

Name of Instructor: \_\_\_\_\_

Instructor Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A letter of recommendation from the provider and resume reflecting expertise within his/her area of specialty and prior teaching experience must be submitted with application.**

**SECTION B: PROVIDER AND COURSE INFORMATION**

The provider must be approved. If the provider has not been approved by the Board, you must submit the Continuing Education Provider Application along with this application.

1. Name of Approved Provider: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Course Titles(s) Requesting Approval to Teach: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION C: FEES:** This application must be submitted along with \$25.00 fee. Payment can be made via e-check or credit card by filling out the appropriate form or by mailing check or money order.



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**CONTINUING EDUCATION PAYMENT FORM**

**This form is to be used ONLY for payment of fees related to continuing education provider, course, or instructor applications.**

I \_\_\_\_\_ authorize the Alabama Plumbers & Gas Fitters Examining Board to process a one-time charge from my selected payment method for each of the non-refundable fees selected below: (Indicate number of courses/instructors being applied for)

\_\_\_\_\_ Continuing Education Provider Application (\$75.00 per provider)

\_\_\_\_\_ Continuing Education Course Application (\$25.00 per course)

\_\_\_\_\_ Number of Courses

\_\_\_\_\_ Continuing Education Instructor Application (\$25.00 per instructor)

\_\_\_\_\_ Number of Instructors

**[ ] PAYMENT BY CREDIT CARD – Subject to a 4% processing fee**  
**CARDHOLDER INFORMATION**

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ County: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CREDIT CARD INFORMATION**

Credit Card type:  Visa  Mastercard  Discover  American Express

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**[ ] PAYMENT BY E-CHECK – Subject to a flat fee of \$1.50 per transaction**  
**BANK ACCOUNT INFORMATION**

Name on Account: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Holder Signature X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

By my signature below, I hereby authorize the above-referenced payments and understand the associated fees. I understand processing fees will show up as a separate charge beginning with "IGOVSOL\*."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_