**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 PHONE: 624-9812

CEO Training & Certification Program FAX: 287-8070

59 State House Station

Augusta, ME 04333-0059

Drew.Morris@maine.gov

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

**** 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

**** 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:

1. 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;
2. 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;
3. Serving as an officer of a code enforcement officer professional association may count towards legal issues;
4. 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;
5. Serving as a voluntary inspector of subsurface waste disposal systems may count towards the subsurface waste specific area;
6. Volunteer time working for habitat for humanity may count towards the building standards specific area;
7. Volunteer time working for a free legal services organization may count towards legal issues;
8. Documented work experience using Rule 80K procedures such as filing court documents, preparing for court, and appearing in court may count towards legal issues.