

**RESIDENTIAL DIVISION OF THE GEORGIA STATE LICENSING BOARD FOR  
RESIDENTIAL AND GENERAL CONTRACTORS**

**Continuing Education Program Application & Approval Form**

COMPLETE PACKAGE MUST BE RECEIVED 60 DAYS PRIOR TO SCHEDULED

EVENT TO BE CONSIDERED FOR APPROVAL

RULE 553-12-.03

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

Program Title: \_\_\_\_\_

Date of Program: \_\_\_\_/\_\_\_\_/\_\_\_\_

Program Site: \_\_\_\_\_

Program: (Attach description of program and outline of program; see Rule 553-12-.03(3) for requirements)

Method of Instruction: \_\_\_\_\_

Instructor: (include training and experience)

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

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hrs. Requested: \_\_\_\_\_

If subject matter is in the following areas you DO NOT have to have approval from the Residential Division: Building and related codes; functional fields of business (e.g. finance, marketing, personnel relations, business management and organization); legal, legislative or regulatory updates; workplace safety; workers compensation; and building techniques and technology.

**TO BE COMPLETED BY THE RESIDENTIAL DIVISION OF THE GEORGIA  
STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL  
CONTRACTORS:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hrs. Approved: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_ Program #: \_\_\_\_\_

Comments: \_\_\_\_\_

Phone:  
(404) 424-9966

Georgia State Licensing Board for Residential  
and General Contractors  
237 Coliseum Drive  
Macon, GA 31217

Fax:  
(478) 207-1458

**PLEASE REFER TO THE ABOVE REFERENCED BOARD RULE FOR THE REQUIRED DOCUMENTS AND/OR  
INFORMATION TO BE SUBMITTED. INCOMPLETE PACKAGES WILL BE RETURNED/DENIED**

### **553-12-.03 Programs Which Qualify.**

(1) The overriding consideration in determining whether a specific program qualifies as acceptable continuing education is that it be a formal program of learning which contributes directly to the professional competence of an individual licensed to practice as a residential contractor by this State, and which meets the minimum standards of quality of development and presentation and of measurement and reporting of credits as may be established from time to time by the Residential Division.

(2) Subject Matter: The following general subject matters are acceptable so long as they meet the standards specified in subsection (1):

(a) Building and related codes;

(b) Functional fields of business (e.g., finance, marketing, personnel relations, business management, and organization);

(c) Legal, legislative or regulatory updates;

(d) Workplace safety;

(e) Workers compensation;

(f) Building techniques and technology.

(3) Subjects of study other than those listed above will be acceptable if the applicant or program provider can demonstrate to the Residential Division that the subjects contribute directly to the professional competence of an individual licensed to practice as a residential contractor by this State. The responsibility for substantiating that a particular program is acceptable and meets the requirements rests upon the applicant or program provider. Applications for approval of subjects other than those listed in subsection (2) above shall be submitted to the Residential Division. Such applications shall include the name of the program provider, the instructor(s) for the program, the location of the program, a description of the program's content and how the proposed program satisfies the requirements of subsection (1), and a program outline. The Residential Division must approve the application before the provider may offer the class for continuing education credit.

(4) Continuing education hours may be obtained via classroom courses and/or online or correspondence courses. Online and correspondence courses may not exceed 50% of the continuing education hours required.

(a) General requirements:

1. An outline of the program is prepared in advance by the program director and retained by the license holder;

2. The program is conducted by a person whose formal training and experience qualify him as a competent instructor;

3. Hours of continuing professional education shall be calculated in one-half continuing professional education credit hour increments;

4. A record of registration and attendance through the entire program is maintained, a copy of which is retained by the student and program provider.

5. The program provider will provide the Residential Division with an electronic roster of license holders who have completed any course and the number of hours completed.

(b) The following programs will qualify provided the general requirements in (4)(a) are met:

1. Professional development programs of recognized national, state and local trade associations;

2. Technical sessions at meetings of recognized national, state and local trade associations and their chapters;

3. University or college courses;

4. Noncredit courses from a college or university;

5. Dinner, luncheon and breakfast meetings of recognized trade associations may qualify if the requirements in (a) are met.

Authority O.C.G.A Secs. 43-41-5, 43-41-6. History: Original Rule entitled "Programs Which Qualify" adopted. F. Oct. 7, 2010; eff. Oct. 27, 2010.