

# South Carolina Building Codes Council

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## Guidelines for Education Providers

### General Information

The South Carolina Building Codes Council (BCC) issues registrations in two categories: Code Enforcement Officer; and, Special Inspector (both referred to as registrants). All BCC registrants are required to obtain 24 hours of continuing education per registration cycle before their registrations can be renewed.

Continuing education courses may be submitted by course providers in one of two formats; structured course or in-house training.

**Structured Course** - means a formal course approved by the BCC, which may be given to registrants in a classroom, webinar or computer based setting. For structured courses, the instructor or provider is fully responsible for certifying the attendance of each registrant in the manner prescribed by the BCC. To qualify for continuing education credit, a structured course must be approved before presentation to registrants.

Course providers may submit structured courses for approval by completing the [Request for Course Approval](#) Form or by submitting their own standard course outline format.

**In-house Training** - means informal training of a technical nature approved by the BCC, given within a Building Inspection Department or entity by a member (moderator) of that department or entity that holds a Building Official Registration, Commercial Registration or Single Discipline Registration in the field being taught. Two or more Building Inspection Departments or entities may conduct in-house training as a joint project. For in-house training, the moderator is fully responsible for certifying the attendance of each registrant and must sign a completed [Continuing Education Verification Form](#) per attendee. To qualify for continuing education credit, a structured course must be approved before presentation to registrants.

In-house training must be of an instructive nature and, must reference specific building codes sections, customarily accepted construction practices, plan review, inspection techniques or alternate methods or materials acceptance and code relevance. Debates, personal philosophy, or individual theory will not be given credit.

Course moderators must submit in-house courses for approval by using the [Request for Course Approval](#) Form.

### Course Content

A course must provide information within a license category that is useful to its target audience on a day to day basis. Information leading to certification in any of the registration classifications will be acceptable. Courses may focus on code provisions, code administration, plan review, inspection techniques, treatment or testing of materials, the use of referenced standards, etc. Information that is related to the registration categories, but is of no practical use will not be given credit.

Providers associated with manufacturing, representing, promoting or selling a specific product, service, component or system must provide course information in generic form. Courses containing logos, advertising, or any information that promotes a product, service, component or system will not be approved. Information that is deemed to potentially influence a code enforcement officer to give preference to or otherwise provide an unfair advantage of one product, service, component or system over another will not be approved.

Courses may be monitored for content and consistency, with or without notice.

### Target Audience

Courses or training must be designed for one registration category only. The target audience is determined by the course provider and verified at the time of approval by the BCC.

### Course Approval Form

To apply for consideration for approval of a structured course or in-house training, complete and submit a completed [Request for Course Approval](#) Form and course documentation in electronic format. Indicate all topics with the time in minutes that will be spent on each. Do not show times for breaks or lunch.

### **Course Outline Format**

In addition to the Request for Course Approval Form, submit a complete course outline to include:

1. course name;
2. name of instructor(s);
3. an overall course summary;
4. subject matter by topic with the timing in minutes that will be spent on each;
5. the target audience / license classification affected, and;
6. the total course timing in hours / days

If any portion of an approved course is changed or updated, the course must be reapproved.

### **Instructor or Moderator Qualifications**

Submit a bio for all course instructors or moderators to include:

1. name;
2. current title or position; and
3. A. for structured course, experience in the course subject matter; or  
B. for in-house training, proof of a Building Official Registration, Commercial Registration or Single Discipline Registration in the field being taught (individuals registered in the Limited or Provisional classifications will not be recognized as instructors or moderators).

### **Course Credit**

Course credit will be allowed in increments of one half credit for each 30 minutes and one credit for each 60 minutes of educational time. Segments in courses longer than 30 minutes must extend to the next full 30-minute increment before credit will be allowed.

Example

30 to 59 minutes = one half credit hour,

60 to 89 minutes = one credit hour.

Course credit is only allowed for the actual time allotted to education. Introductions longer than five minutes, breaks, lunches, etc. will not qualify as educational time. Minimum course length is 30 minutes. Credit will not be allowed for courses less than 30 minutes in length. Maximum allowable education time is limited to six hours per day.

### **Appeal**

A provider whose course is not approved, may appeal the decision to the BCC, provided the appeal is in writing and received by the Council staff within 10 working days after the decision is rendered.

### **Course Verification**

The instructor or moderator must verify attendance of each registrant who completes a course by offering a certificate, letter or a BCC [Continuing Education Verification Form](#). The document must contain the name of the registrant, name of the course, date the course was given, number of hours approved by the BCC and the signature of the instructor. All information, including the registrants name must be on the course verification document prior to the instructor's signature.

### **Course Evaluation**

A course participant has the right to challenge the value of the course content or the ability of the instructor. A challenge must be in writing and must state the reason for which the allegation is based.