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P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 241-0840
Fax: (334) 265-0570
www.hacr.alabama.gov

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

Please submit $75.00 along with this application to be considered by the Board. Payments can be made by check, money order, or credit card. (MasterCard and Visa only):

Card Number: _____ Expiration Date: _____

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PROCEDURES, GUIDELINES AND APPLICATION TO BECOME A CONTUINING 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.hacr.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 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 (334) 241-0840, or toll free 866-855-1912, 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 heating and air conditioning 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 engineered 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:
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 the following:

1. Course title;
2. Course description;
3. Anticipated outcome;
4. List of resource materials or textbooks; and
5. Length of course.

Continuing education courses must be in areas related to heating and air conditioning contracting, 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 two contact hours. 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 a online courses 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. Anticipated outcomes
   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, (title of course), for ___ hours, has been approved by the State of Alabama Board of Heating, Air Conditioning and Refrigeration Contractors".

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.