

**IMPLEMENTATION OF
CONTINUING EDUCATION CONTACT HOURS FOR
RENEWAL OF CALIFORNIA UST INSPECTOR ICC CERTIFICATION**

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I. Introduction

California Code of Regulations, title 23, division 3, chapter 16, section 2715, subdivision (g) requires local agency inspectors and Special Inspectors¹ to possess a current International Code Council (ICC) California UST Inspector certificate in order to conduct UST inspections. In order to satisfy this requirement, local agency inspectors and Special Inspectors must obtain certification as an ICC California UST Inspector certificate no later than 180 days from the date of hire to a position that includes conducting UST inspections.

Becoming a certified local agency inspector or Special Inspector requires passing the ICC California UST Inspectors exam. UST Inspectors must renew their ICC California UST Inspectors certificate once every 24 months, by either passing the ICC California UST Inspectors exam or satisfying equivalent criteria as approved by the State Water Resources Control Board's (State Water Board) Division of Water Quality UST Program Manager.

The State Water Board, the UST Steering Committee, and the Certified Unified Program Agency (CUPA) Forum Board strongly support continuing education as a means of professional development for local agency inspectors and Special Inspectors. The Division of Water Quality UST Program Manager has approved the continuing education program discussed below for meeting the ICC California UST Inspector certification renewal requirement. The State Water Board, as necessary, may from time to time review and modify these continuing education criteria.

To renew an ICC California UST Inspector certificate under the continuing education program, a local agency inspector or Special Inspector must complete a minimum of 16 contact hours of qualifying courses meeting the requirements set forth below during the 24 months preceding the certificate renewal date. The purpose of the continuing education program for ICC California UST Inspector certification renewal is to assist in maintaining and improving the skills necessary to be a competent local agency inspector or Special Inspector and to expand the individual's professional knowledge.

II. Qualifying a Course for Contact Hours

Continuing education contact hours must meet the following requirements:

1. The course, class, seminar, or presentation should be taught by individuals possessing competent instructional skills and knowledge of the applicable subject matter.
2. The course, class, seminar, or presentation is required to be a minimum of one hour in length.
3. The subject matter of the course, class, seminar, or presentation should be pertinent to the scope of practice for a local agency inspector or Special Inspector and specific to California's UST Program. Qualifying subject matter for continuing education includes

¹ "Special Inspector" means a professional engineer, registered pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, who is qualified to attest, at a minimum, to structural soundness, seismic safety, the compatibility of construction materials with contents, cathodic protection, and the mechanical compatibility of the structural elements of USTs. (Health & Saf. Code, § 25281, subd. (g).)

one, or more, of the following:

- UST statutes and regulations;
 - UST facility inspection;
 - UST leak detection equipment requirements, including testing procedures;
 - UST containment requirements, including testing procedures;
 - UST spill containment and overfill requirements, including testing procedures;
 - UST enforcement and case development techniques;
 - General operation and maintenance of USTs;
 - UST removal requirements;
 - Review of information submitted by UST facility owners/operators; or
 - UST inspection reporting and citing proper violations.
4. The course, class, seminar, or presentation must be taken within the current UST Inspector certificate renewal period. The renewal period is considered to be the 24 months following the most recent ICC certification date. Any contact hours for courses, classes, seminars, or presentations taken outside of the renewal period will not be credited towards renewal. A local agency inspector or Special Inspector may not take any course, class, or seminar more than once during the renewal period for contact hour credit. Contact hours for courses, classes, seminars, or presentations on any subject matter that was not included in these guidelines at the time it was taken will not be credited towards renewal.
5. The course, class, seminar, or presentation must be verifiable and meet the requirements outlined in this document. **To apply for renewal using the continuing education program, the applicant must send a completed “Application for Certification Renewal” form (enclosed as Appendix 1) along with the appropriate fee to ICC. The State Water Board recommends UST Inspectors review “Applications for Specific Renewals – California UST Inspector (UI)” on the ICC website in advance to ensure that they submit the current application and follow current ICC procedures for renewal.**

III. Methods of Training

There are several alternatives for receiving continuing education contact hours. Continuing education may be in the form of conferences, workshops, in-house training, web-based training, seminars, lectures, video, UST Technical Advisory Group (TAG) meetings, and other similar methods of conveying continuing education.

IV. Miscellaneous Information

1. In addition to the application process described in section III below, if requested by ICC, the local agency inspector and Special Inspector must be able to provide additional documentation for verification of completed continuing education contact hours. **The State Water Board has included a form that can be used for tracking individual training documentation as Appendix 2.** The following supporting information is required to be documented and retained by the individual:
- Title of the training;
 - A descriptive synopsis of the pertinent topics covered;
 - The individual, organization, or event that provided the continuing education contact hours;
 - Location where the contact hours were earned.;

- The date(s) the contact hours were earned;
 - The total number of contact hours earned; and
 - A copy of the sign-in sheet, or similar documentation, to verify hours attended.
1. Local agency inspectors and Special Inspectors must maintain their training records for a minimum of three years.
 2. Instructors may receive up to a maximum of four (4) contact hours per renewal period for teaching classes.

V. Timeline for Submitting Renewal Application

The State Water Board recommends submitting an application for renewal not less than one month prior to expiration of the current certification. This should allow ICC staff sufficient time to process the application and issue a new certification before expiration of the UST inspector's current certification. If an inspector does not renew prior to the expiration of certification, a lapse in certification will occur. State law requires that inspectors possess a current ICC California UST Inspector certification in order to conduct UST inspections, so inspectors are strongly encouraged to submit their renewal applications at least 1 month prior to expiration.

ICC will not accept renewal applications that are received more than three months after the UST inspector's ICC California UST Inspector certificate expires. Local agency inspectors or Special Inspectors who do not submit their renewal applications to ICC within this time period will be required to re-take, and pass the ICC California UST Inspector exam. Please note that ICC charges an additional late fee for renewal applications submitted after expiration of the current certification.