



Continuing Education Guidelines

Planning & Development Services | Building Safety Division

www.lawrenceks.org/pds/building-safety

Because of the continuing challenges with attending and obtaining credit for in-person continuing education courses brought on by the COVID19 pandemic, this document is issued for guidance in obtaining approved continuing education to renew 2022 licenses for the 2023 calendar year. Continuing education for annual license renewals will continue to be as required by City of Lawrence, Kansas Administrative Policy Number AP-128, but with expanded allowances for online or virtual education courses. To summarize the requirements, contractors must obtain a minimum of eight (8) hours of continuing education annually that is directly related to the construction industry, and continuing education courses must be approved by the building official. **Tradesperson licenses must obtain a minimum of (6) hours and in accordance with KS Statute 12-1526(4) not less than half of those hours must be code education.**

Continuing education that may be approved by the building official include courses or programs recognized by the Johnson County Contractor Licensing Program, the Kansas Mechanical Trades Review Board, the Kansas Electrical Education Review Committee, or accredited post-secondary education institutions or technical schools. Education courses or programs recognized or provided by any of these organizations will be accepted as follows:

- In-person courses or programs recognized by any of the listed organizations will continue to be accepted as has been the case in past years.
- Virtual or online courses **directly provided by** any of the listed organizations will be accepted.
- Virtual or online courses **recognized by** any of the listed organizations **will be** accepted if the course is directly related to the construction industry and an adequate certificate of attendance is provided.
- In-person, virtual or online courses provided by the Lawrence Home Builders Association (LHBA) will be accepted. LHBA courses are previewed and pre-approved by City of Lawrence staff and are also recognized by Johnson County Contractor Licensing.
- In-person, virtual or online courses **provided by or preferred by** the International Code Council (ICC).

These same criteria will be followed for approval of continuing education for master, journeyman and residential trade licenses (electrical, fireplace, mechanical, plumbing and sheet metal); with the exception that the licensee must successfully complete a minimum of six (6) hours of continuing education.

Links to City of Lawrence continuing education partner organizations webpages:

- Johnson County Contractor Licensing - <https://www.jocogov.org/dept/planning-and-codes/cls/education-and-classes>
- Kansas Mechanical Trades Review Board - <https://www.phccks.org/>
- Kansas Electrical Education Review Committee - <https://www.sedgwickcounty.org/mabcd/inspection-divisions/electrical-elevator-alarm-division/electrical-continuing-education/>
- Lawrence Home Builders Association - <https://lhba.net/>
- Heart of America Chapter ICC preferred classes or classes provided by the ICC - <https://www.iccsafe.org/professional-development/training/>