



## **Oklahoma Code Enforcement Association** **Protocol for Continuing Education Units**

**Effective Jan. 1, 2015**

**Requirements:** Each Oklahoma Code Enforcement Association (OCEA) member, to retain his or her individual code enforcement certification in good standing with the organization, shall obtain a minimum of 4 unit hours of continuing education (CEUs) through code enforcement training by OCEA or the American Association of Code Enforcement, alternative training by another organization or agency that is related to code enforcement functions, or alternative practical experience related to code enforcement activities.

**Obtaining CEUs:** CEUs shall be obtained within each calendar year (Jan. 1-Dec. 31) beginning with the 2015 calendar year. Code enforcement officers who obtain their code enforcement certification within a given calendar year will not be required to begin annual CEUs until the following calendar year.

**Hours awarded:** For CEUs earned through OCEA or AACE activities, the ratio of credit hours awarded shall be one (1) hour of conference or workshop activity equals one (1) CEU hour. For alternative certification through training, the ratio of credit hours awarded shall be one (1) recognized hour of instruction or activity by the agency or organization equals one (1) CEU hour. For practical experience, the ratio of credit hours awarded shall be a minimum of one (1) documented hour of actual practical experience related to a code enforcement activity equals one (1) CEU hour.

**Certifying Entity:** The OCEA 2<sup>nd</sup> Vice President shall appoint a committee of himself/herself and four other OCEA members from separate municipalities in Oklahoma to act as the Education and Certification Committee. On or after Nov. 1 of each year, the committee shall meet if necessary and review all submitted applications for alternative certification. The committee shall report its findings to each applicant on or before Dec. 31 of each year. In cases where alternative certification is denied, the applicant shall be apprised of his or her appeal rights to the OCEA Board of Directors.

## **Alternative Application Submittals:**

**Appeals:** Code enforcement officers appealing a denial of alternative certification shall submit such appeal in writing to the OCEA Board of Directors prior to Jan. 31 of the succeeding year. Members of the Board of Directors seated for the year of certification shall act on all appeals in closed session at the annual Spring Conference prior to disposition of their terms of office. The appellant shall be present at his or her discretion at the Board session and shall present information and witnesses on his or her behalf. The determination of the Board shall be final.

**Eligible Alternative CEU Training:** OCEA shall consider the following alternative programs for affirmation of a code officer's alternative CEU certification in a given calendar year. Such alternative CEU training must be completed within the calendar year for which alternative certification is sought. In addition to the programs shown below, other alternative training or practical experience as referenced above shall be considered as applicable.

Alternative training programs for CEU certification include but are not limited to:

- Zoning code interpretation and compliance seminars
- Building, plumbing, electrical or mechanical code CEU classes
- Law enforcement accreditation CEU classes
- Legal clinics applicable to municipal law
- Supervisor or management training related to municipalities
- Health code interpretation and compliance seminars
- Professional development workshops related to municipalities
- Oklahoma State Legislature session or committee meeting attendance
- Emergency management/incident command training
- Fire/EMS agency activities
- Community cleanup/recycling activities
- Animal control conferences, academies or seminars
- Environmental, stormwater or forestry management training
- Mental health seminars
- Floodplain management seminars
- Communication and general work skills training
- Public interaction training