

RESIDENTIAL BUILDERS AND M & A CONTRACTORS
**** RENEWAL & CONTINUING COMPETENCY REQUIREMENTS ****

How many hours of continuing competency do I need to report at the time of renewal?

Reference: MCL 339.2404b(2)

- If you were originally licensed *prior to January 1, 2009* you are required to complete the following every 3 years:
 - 1 hour covering building codes and laws related to the licensed occupation
 - 1 hour covering safety
 - 1 hour covering changes in construction and business management laws

- If you were originally licensed *after January 1, 2009* you are required to complete the following every 3 years for the first 6 years of licensure:
 - A minimum of 3 hours each year
 - A total of 21 hours within the first 3 years of licensure and an additional 21 hours during the second 3-year license cycle consisting of:
 - 1 hour covering building codes and laws related to the licensed occupation
 - 1 hour covering safety
 - 1 hour covering changes in construction and business management laws
 - 18 hours of “other topics” (see below)

- If you were originally licensed *after January 1, 2009* and have been licensed for more than 6 years you are required to complete the following every 3 years:
 - 1 hour covering building codes and laws related to the licensed occupation
 - 1 hour covering safety
 - 1 hour covering changes in construction and business management laws

- You can verify your license issuance date by visiting www.michigan.gov/licenseslookup

What courses and activities can I complete to fulfill the continuing competency requirement?

Reference: 2011 MR 3, R 338.1564(1) and 2011 MR 3, R 338.1566(3)

- Teaching or successfully completing any approved prelicensure course, Bureau of Construction Codes code update course, MIOSHA safety course, or college course
- Successfully completing a comprehensive test administered by the department or the department’s third-party testing contractor
- Participation in a school-sponsored mentoring program
- Presenting or attending a seminar, in-house course, workshop, technical presentation, or training made at a meeting, convention, or conference by a trade association, research institute, risk management entity, manufacturer, supplier, governmental agency, consulting agency, or other entity
- Publication of an article in a trade journal or a regional magazine as an expert in the field
- Active participation in an occupational or technical society, state advisory or review committee
- Serving as a member or attending a state Residential Builders’ and Maintenance & Alteration Contractors’ Board meeting or a state Construction Code Commission meeting
- Participating in a code hearing conducted by the International Code Council or Bureau of Construction Codes
- Participating in research conducted in conjunction with a college or university, trade association, or manufacturer
- Any continuing competency course or activity may be earned through distance learning.

Aside from the 1 hour in building codes and laws, 1 hour in safety, and 1 hour in changes in business and construction management law, what are the “other topics?”

Reference: 2011 MR 3, R 338.1564(2)

- Courses and activities must be relevant to the licensed occupation and may include any of the following:
 - Business management, estimating, and job costing
 - Design and building science
 - Contracts, liability, and risk management
 - Marketing and sales
 - Project management and scheduling
 - Carpentry; concrete; swimming pool installation; waterproofing a basement; excavation; insulation work; masonry work; painting and decorating; roofing; siding and gutters; screen or storm sash insulation; tile and marble work; or house wrecking
 - Accounting and safekeeping for monies received from a customer, including the requirements of a building contract fund (MCL 570.151)
 - Accounting, finance, and taxes
 - Personnel management
 - Communication and customer service
 - Environmental or land use analysis
 - Life safety
 - “Green” building
 - Zoning and governance policies and procedures
 - Mold, lead, asbestos, or other hazardous material mitigation

For information on courses and activities in your area, you may contact your local builders’ association, a precensure course provider, the Bureau of Construction Codes, or MIOSHA.

How do I prove that I fulfilled the continuing competency requirement?

Reference: MCL 339.2404(6) and MCL 339.2404b(9)

- At the time of license renewal, a licensee must state that he/she has fulfilled the continuing competency requirement by responding to the questions on the back of the renewal application.
- All licensees must maintain documentation for at least 5 years showing completion of activities counted toward meeting the continuing competency requirement
- No documentation needs to be sent to the department, it will be requested if a licensee is selected for an audit

Do I need to have a current copy of the Michigan residential code?

How can I get one?

Reference: [MCL 339.2404\(5\)](#)

- A renewal applicant must state he/she has a current copy of the Michigan Residential Code.
- The 2015 Michigan Residential Code book is available to purchase from the International Code Council. In order to take advantage of the Michigan discount, please link to the book from their website at <http://shop.iccsafe.org/michigan-discounts?ref=MI>. You may also call the International Code Council directly to order the book at (800) 786-4452 or visit their site at www.iccsafe.org/store; however, you must give the discount code (MI_BUREAU) in order to get the membership discount.

Visit www.michigan.gov/builders to obtain additional information. IMPORTANT: You must renew your license(s) on-line at www.michigan.gov/mylicenser renewal