

**AMENDMENTS TO BOWLING GREEN/WARREN COUNTY ORDINANCE 6-15
REGARDING CONTRACTOR EDUCATION PROGRAM**

6-15.20 Continuing Contractor Education Requirement

20.1 Compliance and Certification.

- A. Each educational year every general contractor licensed by the Bowling Green-Warren County Contractors Licensing Board, shall complete a minimum of three (3.0) credit hours of continuing contractor education activity approved by the Contractors Licensing Board. All continuing contractor education activities shall be completed not later than the end of each educational year. Failure to complete the minimum educational requirements will result in a contractor's license being revoked.
- B. A licensee who accumulates an excess over the three (3.0) credit hour requirement may carry forward the excess credits unto the two successive educational years for the purpose of acquiring the minimum requirement for those years. Carry forward is limited to a total of three (3.0) credits. All excess credits above a total of three (3.0) will remain on the licensee's records but may not be carried forward. On or before a contractor's license renewal date each year, every licensee shall certify to the Contractor's Licensing Board that he or she, or a Designated Representative, has completed a minimum of three (3.0) credit hours of continuing contractor education.
- C. Certification may be submitted on approved Contractors Licensing Board forms or uniform certificates adopted by the Contractors Licensing Board.

- D. Certification shall be submitted to the Contractors Licensing Board upon completion of the continuing contractor education activity at any time during the educational year. Certification should not be submitted later than thirty (30) days immediately following the educational year-end in which the activities were completed.
- E. “Credit Hour” shall mean a 50-minute hour.
- F. “Designated Representative” shall mean an owner, officer, director or other management level employee who is actively involved in the daily operation of a Kentucky registered business entity, and who is so designated by the contractor at the time the contractor applies for its license, or upon the renewal thereof.
- G. An “Educational Year” shall begin on the date a contractor becomes licensed or has his license renewed, and end twelve calendar months thereafter.
- H. This ordinance shall take effect eighteen (18) months after adoption by the Contractors Licensing Board and approval by the Fiscal Court and Bowling Green City Commission.

20.2 Duties of Board.

The Contractors Licensing Board shall be responsible for the administration of the continuing contractor education rules. In discharging this responsibility, the Contractors Licensing Board shall:

- (1) Encourage and promote the offering of continuing contractor education;
- (2) Conduct, sponsor or otherwise provide high quality continuing contractor education, specifically including, but not limited to five (5.0) credit hours in each calendar year;
- (3) Approve or deny promptly all applications provided for by these rules;

(4) Establish standards, procedures and forms to evaluate applications made pursuant to these rules;

(5) Promulgate rules and regulations for the administration of the mandatory continuing contractor education program; and

(6) Perform such other acts and duties not inconsistent with these rules, as are necessary and proper to improve the continuing contractor education programs within Warren County, Kentucky.