



GARY R. HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

## State of Utah Department of Commerce

Division of Occupational and Professional Licensing

FRANCINE A. GIANI  
Executive Director

MARK B. STEINAGEL  
Division Director

May 1, 2018

### **ATTN: Utah Contractors with the S350 HVAC Classification**

### **SUBJECT: Changes to continuing education for 2019 renewal period**

During the 2017 General Session of the Utah State Legislature, legislators passed House Bill 313. One of the requirements of HB 313 modified the continuing education (CE) requirement for contractors having the S350 HVAC classification. Please take note of the following information with changes italicized and highlighted:

**HOURS REQUIRED:** The number of required hours remains at six, with three hours of Core credit required. *Beginning with the 2019 renewal cycle, **contractors with the S350 HVAC classification** must take three of the six hours in CE which is directly related to the installation, repair, or replacement of a heating, ventilation, or air conditioning system. These three hours may be either Core or Professional hours.* **NO MORE THAN THREE HOURS MAY BE TAKEN ONLINE.** You must take at least three of the six hours in a live setting.

**APPROVED CONTRACTOR CE PROVIDERS:** Only those courses found on the DOPL online registry are approved for contractor CE. The Utah Legislature has designated which entities may provide contractor CE. A list of their courses can be found at: [www.utah.gov/ce-public](http://www.utah.gov/ce-public) *HVAC related courses are noted with "HVAC" in the title.* Following completion of a course, CE course providers will upload attendance hours automatically into our system within seven business days. Renewal is not possible unless the CE requirement has been met.

**TRACKING YOUR CE HOURS:** You may track your CE hours on the DOPL registry website: [www.utah.gov/ce-public](http://www.utah.gov/ce-public) Type your license number in the box on the far right of the screen and hit select. A list of the courses you have taken will display. If "no results found" displays, it means you have no CE hours recorded with DOPL. If you believe you have taken an approved course and it is not displaying, contact the CE provider.

**MULTIPLE CONTRACTING LICENSES:** If you are legally involved with more than one contractor's license, you may take the same six hours for multiple licenses. You must give your CE provider each of those contracting license numbers for the courses to be uploaded to DOPL.