

**IMPLEMENTATION OF  
CONTINUING EDUCATION CONTACT HOURS FOR  
RENEWAL OF CALIFORNIA UST INSPECTOR ICC CERTIFICATION**

Issued 5/30/2006, Revised 8/29/2007

**I. Introduction**

The CUPA Forum Board, the Underground Storage Tank (UST) Steering Committee, and the State Water Resources Control Board (State Water Board) staff support continuing education as a means of professional development for UST Inspectors. There is a regulatory requirement for local agency inspectors conducting UST inspections to have a current inspector certificate indicating that he/she has taken and passed the International Code Council (ICC) California UST Inspector exam.<sup>1</sup>

Specifically, § 2715 (j) of the California Code of Regulations (CCR) Title 23, Division 3, Chapter 16, Underground Storage Tank Regulation states:

(j) Local agency inspectors or special inspectors conducting underground storage tank inspections must meet the following requirements:

- (1) Effective September 1, 2005, these individuals shall possess a current inspector certificate issued by the International Code Council (ICC), indicating he or she has passed the ICC California UST Inspector exam. Local agency inspectors hired on or after September 1, 2005, are subject to this requirement 180 days from the date of hire. If the ICC California UST Inspector exam is not available by September 1, 2004, this requirement shall be effective twelve months after the date the exam is available.
- (2) These individuals shall renew the California inspector certificate every 24 months, **by either passing the ICC California UST Inspector exam or satisfying equivalent criteria as approved by the Division of Water Quality Underground Storage Tank Program Manager.**

This document was originally issued in May 2006, and was revised for clarity in August 2007. It outlines standards, and can be used as a guide for implementation of an ongoing education program for UST inspectors. The ongoing education program may allow inspectors to comply with the renewal requirement of CCR, Title 23, Section 2715(j)(2) by "satisfying equivalent criteria" in lieu of retaking the ICC California UST Inspector exam. The State Water Board, as necessary, may from time to time review and prospectively modify the continuing education criteria.

**II. Contact Hour Requirements**

The continuing education required for renewal of the California UST Inspector Certificate is a minimum of 16 contact hours in an organized learning environment. A minimum of 16 continuing

---

<sup>1</sup> California Code of Regulations, Title 23, Section 2715(j) provides that a local agency inspector hired on or after September 1, 2005 is subject to the requirement to possess a current inspector certificate issued by the ICC 180 days from the date of hire.

education contact hours is required to be successfully completed during the two years preceding the certificate renewal date.

### III. Qualifying a Course for Contact Hours

All continuing education contact hours should meet the following requirements:

1. The course, class, seminar, or presentation should be taught by individuals meeting the requirements of the “Qualifications for Continuing Education Providers” in Section IV.
2. The course, class, seminar, or presentation is required to be a minimum of 1 hour in length. Continuing education providers are responsible for evaluating their presentations and issuing contact hours accordingly.
3. The subject matter of the course, class, seminar, or presentation should be pertinent to the scope of practice for a UST Inspector. Acceptable subject matter for continuing education shall include the following:
  - UST statutes and regulations
  - UST regulatory compliance inspection training
  - UST leak detection methods and monitoring requirements
  - Leak detection equipment testing procedures
  - UST enforcement and case development techniques
  - Operating and maintaining UST systems
  - UST plan-check and installation requirements
  - UST removal requirements
4. The course, class, seminar or presentation should be taken within the current UST Inspector certificate renewal period. The renewal period is considered to be the 24 months following the most recent ICC certification date. Contact hours taken before the ICC UST Inspector certificate was issued or after it has expired can not be credited towards renewal via continuing education.
5. The course, class, seminar, or presentation must be verifiable and meet the requirements of the State Water Board for renewal. **To receive a valid renewal relying on satisfying equivalent criteria, the applicant must provide a completed “Application for Certification Renewal” form (enclosed as Appendix 1) along with the appropriate fee to ICC when applying for certification renewal.**

### IV. Types of Training

There are several methods of delivering continuing education contact hours. Continuing education courses can be in the form of conferences, workshops, in-house training, web based training, seminars, lectures, UST Technical Advisory Group (TAG) meetings and other similar methods of conveying continuing education.

### V. Miscellaneous Information

1. In addition to the application process described in Section III, if requested by ICC, the UST Inspector or his/her employer must be able to provide additional documentation for verification

of continuing education contact hours they have completed. **A suggested form that can be used for tracking individual training documentation is enclosed as Appendix 2.** The following supporting information would suffice:

- The title of the training class or workshop.
  - A descriptive synopsis of the pertinent topics covered.
  - The individual, organization, or event that provided the continuing education contact hours.
  - Location where the training took place.
  - The date(s) the contact hours were earned.
  - The total number of contact hours earned.
  - A copy of the sign-in sheet or similar documentation attached to verify hours attended.
2. The training records should be maintained by the inspector or his/her employer for a minimum of three years.
  3. Instructors shall possess competent instructional skills and knowledge of the applicable subject matter.
  4. Instructors may receive continuing education credit for classes they teach (up to a maximum of 8 contact hours per renewal period).

## **VI. Timeline for Submitting Renewal Application**

Individuals who choose to receive an ICC renewal of their CA UST Inspector Certification by “satisfying equivalent criteria” must submit an application for renewal to ICC. The application for renewal should be submitted at least 1 month prior to expiration of your current certification. This will allow ICC staff sufficient time to process your application and issue your new certification before your existing certification expires. State law requires that inspectors possess a current ICC California UST Inspector certification in order to conduct UST inspections, so inspectors are strongly encouraged to submit their renewal applications at least 1 month prior to expiration.

ICC will accept renewal applications submitted up to 3 months after the current certification has expired. If an application for renewal has not been received by ICC within this time period, the UST Inspector will be required to re-take and pass the ICC CA UST Inspector exam for renewal. Please note that ICC will charge an additional \$50 late fee for renewal applications submitted after expiration of the current certification.



# ICC California UST Inspector Application for Certification Renewal

Effective 04/11/2019

Name: \_\_\_\_\_

Address: \_\_\_\_\_ If this is a home address, Check here: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone No: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Work Phone No: \_\_\_\_\_

Job Title/Department:: \_\_\_\_\_ Jurisdiction/Business: \_\_\_\_\_

### Please allow 7 - 14 business days to process renewal application

Certification is valid for two years. To be current, certificates must be renewed on or before the expiration date (when they become inactive). Applications received more than three months after the certification expiration date will not be accepted.

Renewal is achieved by participating in continuing education activities as described in the California State Water Resource Control Board's (State Water Board) *Implementation of Continuing Education Contact Hours for Renewal of California UST Inspector ICC Certification*.<sup>1</sup> During the two-year period prior to the renewal application date, you must accrue at least 16 hours of training. You must keep documents and records of your educational activities. List training hours on Page 2 of this form. Documentation of training must be retained for three years from date of renewal request and submitted upon an audit request. Do NOT submit documentation with this form.

Include a \$50.00 Renewal Fee with this application. Include an additional \$50.00 Late Fee for application submitted after the certification expiration date. Payment by credit card must include information below or check made payable to ICC. A \$25 service fee will be charged on returned checks.

#### Payment Authorization

For your security, the Assessment Center elects to collect credit card information via telephone. If paying by credit card, please provide name on credit card and signature to authorize the purchase. If paying by check, mail to the address below.

Name as it appears on credit card: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Affidavit of Applicant

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this form, I confirm that all of the information provided above is accurate and true and I understand that supporting documentation must be retained for three years.*

Send this completed application to:

**International Code Council  
Certification Renewals  
3060 Saturn St., Ste 100  
Brea, CA 92821  
Phone 1-888-422-7233 ext 5524**

<sup>1</sup> California Code of Regulations, Title 23, Section 2715(j)(2) provides that a certified UST Inspector shall renew the California inspector certificate every 24 months, by either passing the ICC California UST Inspector exam or satisfying equivalent criteria as approved by the Division of Water Quality Underground Storage Tank Program Manager.

Continued from previous side

	<b>Continuing Education Activity</b>	<b>Date Completed</b>	<b>Provided by: (School, organization, etc.)</b>	<b>Contact Hours</b>
1				
2				
3				
4				
5				
6				
7				

Attach a sheet of paper for additional listings, if necessary.