



**STATE of RHODE ISLAND
DEPARTMENT OF LABOR AND TRAINING**

Workforce Regulation and Safety Division
Professional Regulations Unit
P.O. Box 20247, Cranston, RI 02920-0943
T: 401-462-8580 | dlt.ri.gov/profregs

PROVIDER APPLICATION FORM

1. Application Agreement

Pursuant to Title 260-RICR-30-15-9.3 F (7), I hereby apply for approval from the Board of Examiners for Plumbers to offer continuing education courses in accordance with Title 260-RICR-30-15-9.3 F Mandatory Continuing Education ("MCE") requirements. Rhode Island requires Licensed Journeymen and Master Plumbers to complete seven (7) hours. I also agree to abide by all Board Regulations governing mandatory continuing education for the above type of Licensees, and further attest that all statements made herein are accurate and true.

I AGREE

I DO NOT AGREE

2. Provider Information

1. Provider's Agent: _____ Title: _____
2. Type of Provider: **Plumbing "MCE" Provider** Name: _____
3. Address: _____ City/Town: _____ State: _____ Zip: _____
4. Provider email address (required): _____ Tel: _____ Fax: _____
5. I am applying to conduct Continuing Education courses/seminars for the following licensee type(s):
M-Plumber M-Plumber

3. Provider Query

- | | | |
|---|-----|----|
| 1. Have you taken the International Code Council's mandated Train the Trainer seminar? | Yes | No |
| 2. Will you be conducting courses/seminars within the borders of Rhode Island? | Yes | No |
| 3. If you answered NO to the above question (2), list the state or states that you will be conducting course/seminars in:
Use state abbreviation(s): _____ | | |
| 4. Will you be the ONLY presenter conducting Plumbing courses/seminars/webinars? | Yes | No |
| 5. If you answered NO to question (4), please check the appropriate box and include your own and your additional applicant's information on Part A of the attached Instructor Information Sheet.
2-instructors 3-instructors 4-instructors 5-instructors 6-instructors Other | | |

4. Provider/Instructor Requirements

Licensed Provider(s): Shall possess a current, valid Rhode Island Master Plumber License and have held such license for a minimum of five years. The applicant must submit a current copy of their Rhode Island Master Plumber License and provide the following:

1. Complete and submit the Provider Application Form with all **required documentation.**
2. Complete and submit the Provider Agreement Form along with the appropriate fee for review and approval.
3. Submit a detailed outline for proposed class dates, locations, and times.
4. Provide proof of General Liability Insurance in the amount of \$500,000 per policy.
5. Provide proof of Workman's Compensation insurance in an amount sufficient to meet the requirements outlined in R.I. Gen Laws § 28-29-1 et seq.

NOTE: All MCE Providers will be subject to Board approval.

Licensed Instructor(s): Instructors must meet at least one of the following to become a qualified instructor:

1. Instructors of plumbing courses must have a Rhode Island Master Plumber's license for a minimum of five years; or
2. Be a current Rhode Island Plumbing Inspector, Rhode Island Assistant Plumbing Inspector, or Building Official for a Rhode Island city or town; or
3. The Rhode Island State Building Commissioner, or a designee as approved by the Board or by the RI Department of Labor and Training, Chief Plumbing Investigator, or
4. The Board may approve other individuals who would not otherwise qualify as instructors of MCE courses where those individuals have a demonstrated competency in subject areas applicable to the plumbing industry or to the subject being taught.
5. Each intended instructor shall submit a resume and a current copy of their Rhode Island Plumber License with this application.
6. Prior to submitting an application, every participating registered instructor must also complete the mandatory **International Code Council's Train the Trainer** program and file Certificate of Completion certificate(s) with this application.

The Train the Trainer Program is delivered by a subject matter expert (SME) from the International Code Council's PMG Technical Resource Team to ensure that any and all providers and or instructors are familiar with the intent and messaging of the Mandated Continuing Education (MCE) sessions that have been developed by the Board of Examiners for Plumbers and the International Code Council.

7. Once approval is granted for all registrants as submitted by you, (the applicant), you will be issued a thumb drive of the approved/accredited presentation with permission to alter only the predetermined slides within the PowerPoint Presentation. This will allow for marketing of provider, instructor information, housekeeping information, etc.

***Unlicensed Instructor(s):** Shall demonstrate competency in a specialty field to be considered for Board approval.

1. Complete the Instructor-Information Form – Part (B) for all unlicensed individuals under your provider-ship that will be teaching a specialty-related class or classes as part of the 3.5-hour and/or the 7-hour continuing education course.
2. Each unlicensed instructor shall submit a resume, and enclose it with this application.

Note: Resumes shall include the instructor's education history and/or teaching experience history.

Note: *Unlicensed Instructors cannot partake in Sessions 1A and/or 1B. Future sessions may require SME's TBD.

By checking the box and signing this application you are certifying under the pains and penalties of perjury that all of the information entered on this application, including the attached documentation, is true and accurate.

Provider Signature: _____

Date: _____

Note: A \$250.00 fee is required at the time of registration for the ICC Train the Trainer Program. Scan the QR code with your phone's camera to register and submit payment.

[https://urldefense.com/v3/_https://shop.iccsafe.org/icc-train-the-trainer-rhode-island-ce-session-1-a-b-live-in-person.html_!!KKphUJtCzQ!PHo2gLSHnyEOrg1dzza7PzznwkJHlczybC9ezDvSAjA9hhf1MtalHNvqbFTt6Bcl02OU59iJ8qFI5cy-e6KnbxqNlc0\\$](https://urldefense.com/v3/_https://shop.iccsafe.org/icc-train-the-trainer-rhode-island-ce-session-1-a-b-live-in-person.html_!!KKphUJtCzQ!PHo2gLSHnyEOrg1dzza7PzznwkJHlczybC9ezDvSAjA9hhf1MtalHNvqbFTt6Bcl02OU59iJ8qFI5cy-e6KnbxqNlc0$)



SCAN ME

MCE INSTRUCTOR INFORMATION (PARTS A & B)

[illegible]

PART (B) UNLICENSED SPECIALTY FIELD INSTRUCTORS

NAMES	ADDRESS	SPECIALTY FIELD	JP-MP-JGF-MGF-ULPGI