

## LAPHCC 2011 Continuing Education Frequently Asked Questions

### C.E. Requirements

1. **Why do I have to take Continuing Education classes in order to renew my license?**

The Louisiana State Legislature passed legislation that authorized the State Plumbing Board to implement a Continuing Education program. The State Plumbing Board implemented the Continuing Education requirements in 2008. LAPHCC is a Continuing Education course provider. Please call the State Plumbing Board at (225) 756-3434 if you have any questions about Continuing Education requirements.

2. **Do I have to take Continuing Education hours every year?**

Yes, in 2008 the Continuing Education requirements went into effect. Each year, every Master Plumber must complete 6 hours and every Journeyman Plumber must complete 4 hours in order to renew their license for the next calendar year.

3. **Will I have to take a test?**

No, there is no test involved with the Continuing Education program.

4. **Will my Continuing Education credits from another state count for my Louisiana requirements?**

Requirements vary from state to state. Please contact the State Plumbing Board at (225) 756-3434 for more information.

5. **If I plan on taking a Master Plumber or Journeymen exam and receiving a license in 2011, am I required to take CE in 2011 to renew my license for 2012?**

Anyone who takes an exam and receives an initial license is exempt from the CE requirements for that year. If you have a Journeymen license and you take the Master Plumber exam and obtain a Master Plumber license in 2011, you are only required to take 4 hours of CE (rather than 6 hours) in 2011 to renew your Journeymen license. In 2012 you will have to take 6 hours to renew your 2013 Master Plumbers license. If you take the Journeyman exam and obtain a Journeyman License in 2011, then you are not required to take CE until 2012.

### Registration

1. **How do I get the "Early Bird Registration" discount of \$15?**

Your registration form must be POSTMARKED or FAXED to the LAPHCC office 7 business days prior to the class you are registering for. **"Early Bird Registration" deadlines for each class are listed on the registration form.**

**Mail or fax the enclosed 2011 Continuing Education Registration Form to:**

LAPHCC  
P.O. Box 82531  
Baton Rouge, LA 70884  
Fax: (225) 767-7648 (Credit card payments can be faxed.)

*Please be sure to keep the schedule and agenda for your records.*

**FULL PAYMENT VERIFICATION IS REQUIRED PRIOR TO TAKING A CONTINUING EDUCATION CLASS.**

Full payment must be verified before entering the class. On-site registrations will require verification of check and credit card payment. Cashier's checks and money orders are recommended for same day registration to ensure admission to the class. If we are unable to verify payment, you will not be allowed to take the class.

**NO EXCEPTIONS!**

**NO ONE WILL BE ALLOWED TO ENTER A CONTINUING EDUCATION CLASS UNTIL FULL PAYMENT HAS BEEN VERIFIED.**

2. **Can I send in one registration form for everyone at my company?**

No, each registrant must fill out a separate registration form. **On each registration form, the registrant needs to provide their own mailing address and this will be the address that LAPHCC will keep on file to send future correspondence.**

**PLEASE WRITE CLEARLY ON YOUR REGISTRATION FORM.**

**NOTE: A company paying for multiple plumbers may send one check for the total amount covering the cost for all employees attending the class.**

3. **After I send in my registration form, will I receive a confirmation letter?**

Yes, if you can provide us with an email address. Please keep in mind that you may not receive your confirmation immediately after you register. You will receive a confirmation email 1-2 weeks prior to the class you are registered for.

**If you would like to receive a confirmation by mail, please send a self-addressed, stamped envelope with your registration form to the LAPHCC office.**

4. **Do I have to be present for registration (sign-in) on the day of class, even though I pre-registered?**

Yes, everyone must sign-in at the registration desk on the day of class. You will also receive your textbook at this time.

5. **If I am a Master Plumber Member of LAPHCC, are my employees members as well?**

Yes, membership is on a company basis and all employees may register for the class at the LAPHCC Member registration fee.

### **Cancellations**

1. **What is the cancellation policy?**

In order to receive a full refund of your registration fee, we must receive your request to cancel IN WRITING at least **48 hours** prior to the date of the Continuing Education class you are registered for. **A fee of \$25 will be charged for cancellations made within 48 hours of the class. There will be NO refund issued for cancellations made after the date of the class.**

### **Transfers**

1. **What do I need to do if I have already paid and registered for one class, and then need to transfer my registration to a different class?**

If you need to transfer classes, we must receive your request to transfer IN WRITING at least **48 hours** prior to the class that you were originally registered for. **A fee of \$25 will be charged for transfers made within 48 hours of the class. NO credit will be issued for transfers made after the date of the class that you were originally registered for.**

### **Textbooks**

1. **Do I have to purchase a textbook?**

Yes, the Continuing Education textbook is updated with new topics every year and everyone is required to purchase a textbook for the class.

2. **When will I receive the textbook?**

You will receive your textbook at registration (sign-in) on the day of class.

3. **Is the textbook that I have to purchase the same as the LA State Plumbing Code Book?**

No, the book you are purchasing for this class is the LAPHCC 2011 Continuing Education textbook. If you would like to purchase a LA State Plumbing Code Book, please contact the LAPHCC office at (225) 767-7640.

### **Certificate of Attendance**

1. **What is a Certificate of Attendance?**

This is your proof that you have completed your 2011 Continuing Education requirements so you may renew your 2012 license.

2. **When will I receive my Certificate of Attendance?**

You will receive your Certificate of Attendance once you have completed all of your 2011 Continuing Education hours and we have received full payment for the class.

**PLEASE NOTE: The Louisiana State Plumbing Board no longer requires you to send them a copy of your certificate, but you will need it for your records as proof that you received full credit for 2011 Continuing Education.**

### **LAPHCC Membership**

1. **How can I become a member? How much are dues?**

Membership applications can be downloaded from [www.laphcc.org](http://www.laphcc.org). Membership dues are on a company basis and include National and State membership.

6 month dues: \$356.00

12 month dues: \$712.00

There are many benefits to becoming a member of LAPHCC, such as discounts on gasoline purchases, health insurance plans, uniforms, and business supplies. Members also receive discounts on registration fees for Continuing Education classes and the LAPHCC Annual Convention. For a complete list of discounts and membership benefits, please visit the LAPHCC website at [www.laphcc.org](http://www.laphcc.org). Please contact the LAPHCC office at 225-767-7640 or [LAPHCC@tatmangroup.com](mailto:LAPHCC@tatmangroup.com) with any questions regarding membership.

### **Louisiana State Plumbing Board:**

**Phone number: (225) 756-3434**

**Website: [www.spbla.com](http://www.spbla.com)**

Please call the State Plumbing Board or visit their website if you have questions regarding:

- Master Plumber or Journeyman license testing
- Medical Gas or Backflow Prevention classes (Currently LAPHCC does not provide Medical Gas or Backflow Prevention Continuing Education classes.)