



900 WEST CAPITOL STE 400, LITTLE ROCK, AR 72201

Phone: 501-682-4500 TRS: 800-285-1131

www.labor.arkansas.gov

**SECTION XXI
CONTINUING EDUCATION**

(1) No HVAC/R license shall be renewed unless the licensee completes at least four (4) hours of continuing education per calendar year. Continuing education shall consist of classroom or other Board approved instruction relating specifically to the construction, installation, maintenance, and repair of HVAC/R systems. Two (2) of the four (4) hours shall be on the mechanical code as adopted by the Board. The remaining two (2) hours may be on any other Board approved instruction. The first cycle shall begin on the effective date of Section XXI and end on December 31, 2022.

(2) Approved Continuing Education Hours:

(A) Continuing education hours required by these Rules shall be obtained only in programs and courses approved by the Board.

(B) The Board shall examine and approve curricula from any entity that provides continuing education to determine whether it provides appropriate and adequate HVAC/R instruction.

(C) Course curricula shall be presented to the Board for approval at least sixty (60) days prior to the date of the course. The curricula shall be presented on a form approved by the Board. Board staff may recommend course providers and curricula to the Board for approval. The Board may approve retroactive credit for courses completed during the current calendar year but before the effective date of these rules.

(D) Upon completion of a Board approved course, the course provider shall complete an attendance roster form approved by the Board to confirm completion. The course provider shall submit this form to the Board. The course provider's roster is the only document acceptable to confirm completion of course credit. Each course provider shall maintain this information not less than five (5) years from the course completion date.

(E) The Board shall:

(i) maintain the attendance rosters submitted by course providers; and

(ii) maintain a list of Board approved courses.

(3) Failure to complete continuing education hours

(A) If any licensee fails to complete the required continuing education hours before the end of calendar year, the licensee may obtain the required continuing education hours within ninety (90) days without being subject to examination requirements or civil penalties for performing unlicensed HVAC/R work. All other civil penalties shall apply.

(B) If the licensee fails to obtain the required hours within this ninety (90) day period, the licensee shall be required to take another examination.

(4) Notwithstanding the provisions of Section XXI(3)(B) above, the required continuing education hours for the 2022 calendar year may be obtained no later than December 31, 2023, without the licensee being required to take another examination. A licensee may be subject to civil penalties for performing unlicensed HVAC/R work and may be subject to an examination requirement pursuant to Ark. Code Ann. § 17-33-302