



## HOA Continuing Education Assistance Policy

This policy has been established to provide a program for implementing the mission outlined in Section 2, Objective (h) of the Chapter's Constitution and By-laws:

To promote higher professional and ethical standards in the field of building inspection and code enforcement by establishing and maintaining a good working relationship within the construction industry through encouraging and providing a forum for the exchange of ideas and information among its members and partners.

Whereas HOA acknowledges that the education of the contractors that construct the buildings and the associated plumbing, mechanical and electrical systems that are governed by the codes that we promulgate is of critical importance and;

Whereas HOA also acknowledges that providing educational opportunities to those contractors should be a part of our role as public officials and that fulfilling that role will help to create a safer built environment and will foster greater partnership between contractors and code officials;

Therefore, HOA herewith establishes the following member benefit:

HOA, upon request, will assist members of local jurisdictions to sponsor continuing education seminars for the education of builders and skilled tradesmen in the construction industry. Such assistance will include the following:

- HOA will provide resource assistance in locating and scheduling qualified trainers
- HOA will provide logistical consultation to help the local member with such things as;
  - ✓ identifying and notifying target attendees based on the training available
  - ✓ identifying local associations to partner with,
  - ✓ determining estimated attendance,
  - ✓ identifying training site needs,
  - ✓ determining if meals should be included in registration for all-day seminars and identifying local providers,
  - ✓ establishing budgets and registration fees for cost recovery,
  - ✓ determining the minimum confirmed reservations necessary to cost-recover before canceling a seminar,
- HOA will reimburse any costs accrued by the member jurisdiction that are not covered by the registration fees.

Requests for assistance should be submitted to the Chapter Secretary.