



Sheet Metal Workers  
Union Local 110

Sheet Metal Workers Local 110  
Education & Training Trust Fund



Kentucky Sheet Metal  
Contractors Association

Kentucky Sheet Metal  
Joint Apprenticeship & Training Committee

810 North English Station Road • Louisville, KY 40223-4792

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Date: April 21, 2010  
To: Sheet Metal Workers Local 110 members with HVAC Licenses  
From: Sheet Metal Workers Local 110 Education and Training Trust Fund

**PLEASE READ THE ENCLOSED LETTER FROM THE DIVISION OF HVAC CONCERNING  
HVAC RENEWALS**

The Kentucky Department of Housing, Building and Construction, Division of HVAC issued an interpretation of regulations concerning the HVAC license. These changes are effective June 30, 2010.

**Among these changes are:**

- Licenses are to be renewed by the end of your birth month.
- License holders born between January 1<sup>st</sup> and May 31<sup>st</sup> are not required to provide continuing education units (CEU's) with their license renewal for this year only.
- License holders born between June 1<sup>st</sup> and December 31<sup>st</sup> are required to provide eight (8) hours of CEU's with their license renewal.
- CEU courses must be a minimum of two (2) hours in length.
- Only four (4) hours CEU training can be safety-related courses.
- All CEU classes must be pre-approved by the Division of HVAC.

**What do these changes mean to us?**

- "Toolbox talks" given on the jobsite after June 30, 2010 will not be accepted since they normally are not two (2) hours long or pre-approved by the Division of HVAC.
- If you take a 10-hour or 30-hour OSHA certification, or any other approved safety class, only four (4) hours of that time can be used for CEU credit.
- CEU credits acquired up to twelve (12) months before your birth month renewal will be accepted.

To accommodate our members in the Louisville and Lexington areas, four (4) hour HVAC CEU classes are held the first Wednesday of each month from 6:00 PM to 10:00 PM beginning January, 2010. To enroll in one of these classes, please call the school at (502) 245-2412 or (877) 245-2412 (toll free).

A Labor-Management Joint Endeavor to Train the Best



Also, there will be two (2) four (4) hour HVAC CEU classes held every quarter on Saturday from 8:00 AM to 12:00 PM for those who may be working out-of-town or on shift-work and cannot attend the Wednesday evening classes. The Saturday classes scheduled for the third and fourth quarters of 2010 are:

Saturday, July 10, 2010 – Plans and Specs  
Saturday, July 31, 2010 – ITI Calculator  
Saturday, October 16, 2010 – Plans and Specs  
Saturday, December 18, 2010 – ITI Calculator

Again, to enroll in one of these classes, please call the school at (502) 245-2412 or (877) 245-2412 (toll free).

These classes will be held at the Kentucky Institute of Sheet Metal Technology, 810 North English Station Road, Louisville, Kentucky 40223.

Due to the timeliness of getting this information to our members, class dates and location for the Paducah area had not been finalized at the time this letter was mailed. Any members interested in taking a class in the Paducah area, please call the school at (502) 245-2412 or (877) 245-2412 (toll free) for class details.

To help understand how these changes may affect our members, here are some examples.

**Example 1:** Let's take Ron. Ron's birthday is in December. Therefore, he has until the end of December to get his renewal back to the State. Included with his annual fee, are the CEU's he has taken within the twelve (12) months prior to his birth month. This means classes taken from January, 2010 through December, 2010. He could include Tool Box Talks if they were done in January, 2010 through June 30, 2010. If he has no Tool Box Talks in that time frame, then he will have to acquire CEU's by taking classes according to the revised regulations. In 2011, he will not be able to use the Tool Box Talks and will have to use the revised regulations.

**Example 2:** Now let's take Bill. His birthday is in July. Included with Bill's annual fee, are CEU's that can be from August, 2009 through July, 2010. However, Bill was laid off for a while and did not have any Tool Box Talks for this year's renewal. He must take his eight (8) hours according to the revised regulations and send in his CEU's along with his renewal fee to the Division of HVAC before July 31, 2010.

As always, if you have any questions regarding these changes, please call me and if I don't know the answer, I will get it for you.

  
John Y. Kuzuoka  
Training Coordinator

STEVEN L. BESHEAR  
GOVERNOR

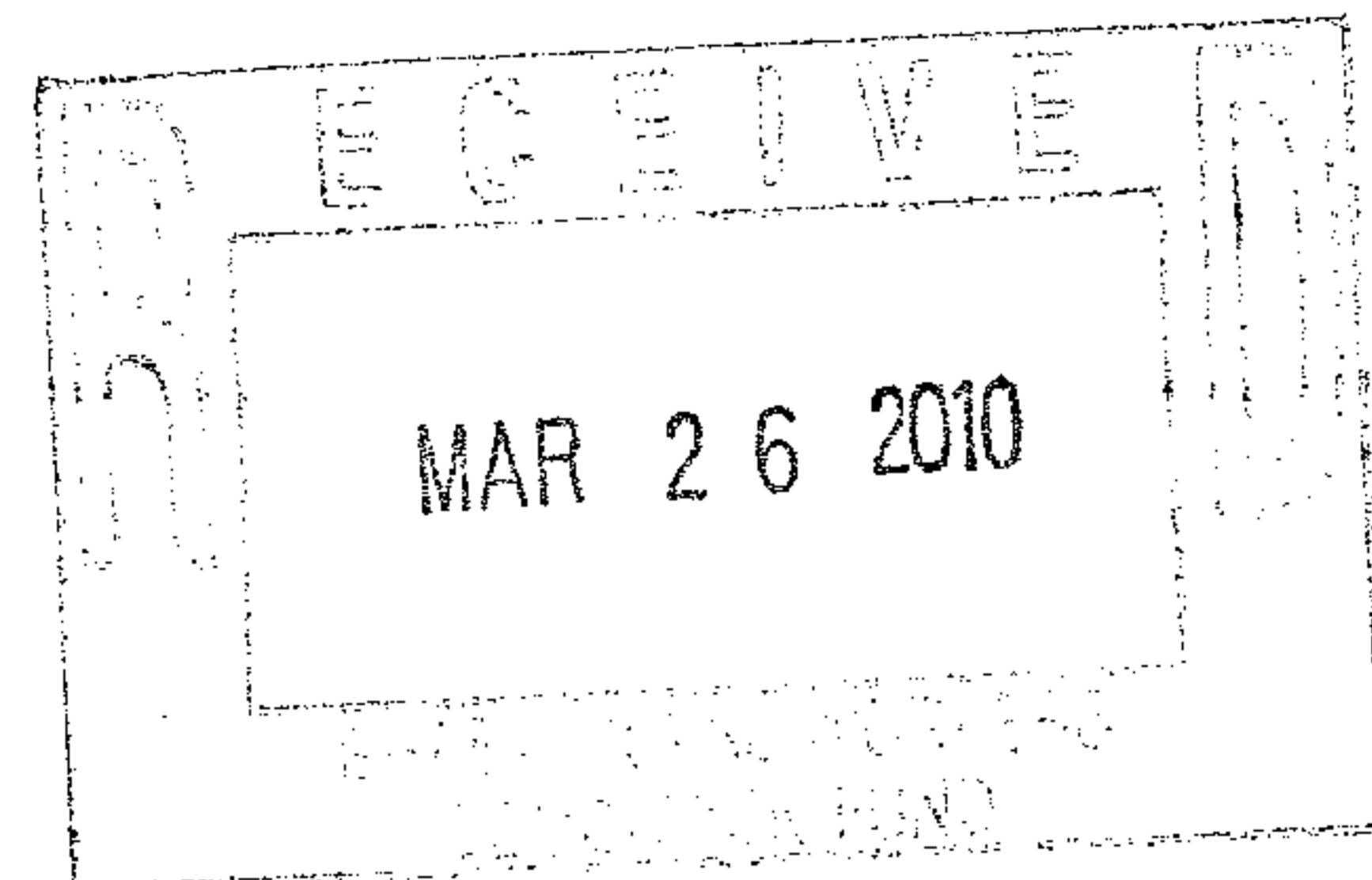


ROBERT D. VANCE  
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## MEMORANDUM

**TO:** All Current ATPs and ATAs  
**FROM:** Tim House, Acting Director  
Division of HVAC  
**DATE:** March 23, 2010  
**RE:** New Continuing Education Requirements



Requirements regarding continuing education have been revised and are now within our regulations. These regulations were finalized by LRC effective March 5, 2010, and we are now contacting all providers for whom we have information in order to notify everyone that they need to reapply for provider and course approval in order to comply with the current regulations.

Please visit our website to review all regulation changes and to find the approved forms to apply to become an approved Kentucky HVAC Continuing Education Provider.

<http://www.dhbc.ky.gov/hvac/CEHVAC.htm>

HVAC – 8, Kentucky HVAC Continuing Education Provider Application  
HVAC – 9, Kentucky HVAC Continuing Education Course Application

Regulations will be enforced effective June 31, 2010. Only providers and courses approved by the Division of HVAC will be accredited as approved continuing education hours.

If you have any questions, please call or e-mail me at [tim.house@ky.gov](mailto:tim.house@ky.gov).

Sincerely,

*Timothy R. House*

Tim House, Director  
Division of HVAC

