

**Truth-in-Sale of Housing Program
Policy Guideline for Approving Continuing Education Hours**

Requests submitted to fulfill the annual Continuing Education requirement established by the Truth-in-Sale of Housing board generally must be related to Truth-in-Sale of Housing inspections and presented by an approved instructor and/or other professional entity. The approval or denial of Continuing Education credit is the responsibility of the Truth-in-Sale of Housing Program Staff (“City Staff”). The denial of credits by the City Staff may be appealed to the board.

General Subject Matter Criteria

1. The subject matter is relevant to home systems addressed in the Truth-in-Sale of Housing Guidelines including but not limited to:
 - a. Building construction and maintenance
 - i. structural concerns and insulation
 - ii. windows and doors and roofs
 - iii. egress
 - b. Electrical service and systems
 - c. Plumbing systems
 - d. Heating systems
 - e. Water Heaters
 - f. Foundations
 - g. Chimneys
 - h. Venting for appliances
 - i. Moisture issues and grading
 - j. Life Safety issues
 - k. Construction or Trades Code instruction or explanation, whether the introduction of new codes or changes to existing codes
 - l. Other subjects, on a case-by-case basis, after review by City Staff. (NOTE: an evaluator may want to request a determination of suitability before registering for a class or classes that may fall outside the normal
2. Sponsored, arranged or presented by a reputable professional person, agency, or organization, as determined by City Staff.

Saint Paul-Specific Training Generally, Saint Paul-specific training is offered only by the City of Saint Paul. If an evaluator wishes to receive credit for any training sponsored by any person or agency that is not the City of Saint Paul, then any class or seminar or other instructional material purported to teach specifically about the Saint Paul Truth-in-Sale of Housing program must be pre-approved for both subject matter and instructor credentials.

1. Subject Matter Approval is contingent upon:
 - a. The material to be presented (actual course material) must be made available in advance to Truth-in-Sale of Housing staff to determine the accuracy of the content, or

- b. If the material cannot be provided in advance, City Staff may require authorization to audit the course (at no charge) in order evaluate the content for possible approval.
2. Instructor Approval is contingent upon the instructor's reliability and professional standing, including but not limited to:
 - a. If the instructor is currently licensed as a Saint Paul Truth-in-Sale of Housing evaluator, then
 - i. The instructor must have a minimum of 5 years as an evaluator in Saint Paul, and
 - ii. The instructor must be in good standing, defined as having had no founded disciplinary actions brought before the board in the immediately prior 5 years.
 - b. Instructors who are not currently licensed in Saint Paul may be approved under certain conditions:
 - i. If the instructor ever was licensed by the City of Saint Paul, that instructor must have been in good standing at the time and in the 5 years immediately prior to, the evaluator's voluntary license non-renewal, or
 - ii. If the instructor never was licensed by the City of Saint Paul then the instructor must submit a resume or other credentials to the Saint Paul Truth-in-Sale of Housing staff for review and approval
 - c. Any instructor or training presented or organized by City Staff is approved.
3. Credit for training outside these guidelines may be considered. Requests must be submitted in advance and pre-approved by City Staff.

Denial of Credits and Appeals, General or St Paul Specific

1. Denial of CE requested credits may be made for all or a portion of submitted credits. Lack of pre-approval may result in denial of any credit.
2. All submitted credits may be denied if the subject matter is deemed irrelevant to the Truth-in-Sale of Housing program in Saint Paul, or the instructor does not meet the professional standards criteria.
3. There may be a partial denial, on a percentage basis, if part of the submitted request does not meet the subject matter criteria. City Staff will make a determination of the number of units to accept or deny based upon the information submitted. Credits may be adjusted after an initial determination upon the presentation of further information by the evaluator.
4. If an evaluator disagrees with the City Staff's determination of credit hours to be approved the evaluator may appeal that decision to the Truth-in-Sale of Housing board, no later than the board's first (January) quarterly meeting in the year immediately after the year in which the education was received.

Test House Required Training

1. Any test house currently approved by the City.
2. Currently there are two test house seminars each year, one in the spring and one in the fall.
3. All Saint Paul evaluators are required to attend one entire test house and it's corresponding seminar each year.