

KACE Certification Program RESOLUTION (passed 2012, current active program until superceded)



A. Initial KACE Certification Requirements

1. Complete 48 hours of KACE-approved training, of which a maximum of 24 hours may be from non-KACE providers. Training must be related to duties of a Code Enforcement Officer in the state of Kansas and may include, but not necessarily be limited to legal issues, procedural practices, professional development, personal and public relations.
 - a. **24 hours** of training must be official KACE-presented or KACE-sponsored courses.
 - b. **No more than 24 hours** of training from non-KACE providers may be used to fulfill initial KACE certification training requirements.
2. Must be a current paid member at non-certified KACE membership category rate.
3. Employed in the regulation of health and safety in the environment, both natural and man-made, or a related field or otherwise responsible for enforcement of municipal, county, state or federal codes in the state of Kansas.
4. Certification must be renewed every two calendar years starting from December 31 of the initial certification year, regardless of what month of the year the applicant completed initial education requirements.

B. Special Provisions for First-time Applicants already certified by other organizations

KACE recognizes prior education and professional knowledge required to be a certified or endorsed member of certain other professional organizations such as the American Association of Code Enforcement (AACE) the International Code Council (ICC) and its state chapters such as Heart of America (HOA). Therefore, for first-time certification applicants who hold current code enforcement certifications or endorsements issued by another state or national code enforcement professional organization, the following standards apply for initial KACE certification.

1. Present documentation of the equivalent of 48 hours of code enforcement education training to include:
 - a. 12 hours of KACE-approved training on Kansas Statutes or legal aspects of code enforcement in Kansas
 - b. Certification or proof of knowledge mastery within the last 3 years by another code enforcement professional organization such as AACE, ICC or HOA.
2. All remaining certification requirements for initial certification, items 2-4 in Section A..

C. To Maintain KACE Certification

KACE-Certified Code Enforcement Officers must maintain minimum continuing education requirements on an annual basis. Certification status is reviewed every two years, counting from December 31 of the first year certification is achieved.

The following minimum 16 hours continuing education requirements apply to all certifications:

1. 8 hours each year: KACE-presented or KACE-sponsored education.
2. 8 hours each year: Training related to duties of a Code Enforcement Officer in the state of Kansas and may include, but not be limited to: legal issues, procedural practices, professional development, personal and public relations. **These hours may be either KACE or non-KACE trainings.**

D. Qualifying non-KACE training hours for Certification Purposes

1. Credit must be requested no later than ninety (90) days after completing the course. The Certification Committee reserves the right to reject outdated or non job related hours.
2. Following items must accompany the training credit request:
 - a. Date of training.
 - b. Name, address and contact information of the host agency,
 - c. Instructor name and credentials
 - d. Course syllabus/course content.
3. Non-KACE hours are credited on an hour-for-hour basis
4. To submit non-KACE qualifying hours, mail documentation in D.2. and proof of attendance to the KACE offices or e-mail the items to the KACE mailbox at info@kace-ks.org