



BUILDING CODE TRAINING FUNDS
Engineer Education/Enforcement Fund
APPLICATION FOR BUILDING CODE TRAINING FUNDS/GRANT
POLICIES & PROCEDURES

1. All applications for funding must be made by completing and filing the request on the division's "Application for Building Code Training Funds" form and addressed to the Building Codes Education Committee.
2. It is recommended that the application be submitted at least 45 days in advance. If it is not received 15 days prior to the scheduled committee meeting, the request will not be placed on the agenda for consideration. Any item not considered by the committee and approved prior to the event will not be approved for funding.
3. Applications should be for building codes educational related items listed on the bottom of page 2.
4. Applications will be presented to the Education Advisory Committee for recommendation, and then to the Bureau Manager, Division Director and Department Director for approval and signature. *The Education Committee meets on the Third Tuesday monthly at 1:00 p.m. in the Heber Wells Building. At times it may be necessary to change the schedule.*
5. After review the division will send a letter advising the applicant of funding approval or denial, amount approved and advising the applicant that programs approved for funding should recognize in print "*Partial funding has been provided by the Division of Occupational & Professional Licensing from the 1% Surcharge funds on all building permits.*"
6. Applications submitted on completed application forms will be reviewed and approved on a case-by-case basis. *Applicants are welcome and encouraged to appear before the UBC Education Advisory Committee to discuss their requests.*

CRITERIA FOR FUNDING

Each funding requests will be based on the following criteria:

1. Previous experience based on cost per-attendee and current cost estimates;
2. How well the education fits in with the education committee's education objectives for the applicable year.
3. Training on the current version of the IBC, IPC, IMC, IRC, IFGC, IECC, NEC, codes and amendments adopted statewide;
4. How well the text relates to the course objectives;
5. Whether the education is targeted for inspectors, installers, designers;
6. The number of students, the hours of instruction and the ratio of students per dollar to be spent for the education;
7. The location or region of the state for which the education will be targeted;
8. The percentage of the training being paid for by the student and by the 1% Education Fund

CRITERIA FOR FUNDING REIMBURSEMENT

At the completion of each course and before funding the sponsoring organization must complete and submit the following:

1. "Request for Reimbursement Form"
2. An itemized invoice with attached receipts to back up charges
3. A roster of attendees
4. A training announcement or agenda.

DEPARTMENT OF COMMERCE
Division of Occupational and Professional Licensing
160 East 300 South, Main Lobby
P.O. Box 146741
Salt Lake City, UT 84114-6741
(801) 530-6457



Engineer Education/Enforcement Fund
APPLICATION FOR BUILDING CODE TRAINING FUNDS/GRANT

New Request

Additional Funding Request

*Funding should be submitted 45 days
in advance of the program date.*

Additional Funding Requested: \$ _____

Original Funding Approved: \$ _____

TOTAL FUNDING: \$ _____

Date: _____ Amount Requested: \$ _____

Requesting Organization: _____ Federal I.D. Number: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____ Phone: _____

Date(s) of Training: _____ Location (s): _____

Function Title: _____

Training Objectives: _____

EDUCATION COMMITTEE ACTION

Advisory Committee Recommendation: (Favorable) (Unfavorable) Date: _____

Amount Recommended \$ _____

Reason: _____

DEPARTMENT OF COMMERCE ACTION

(Approved) (Not Approved)

Bureau Manager: _____ Date: _____

Division Director: _____ Date: _____

Department Director: _____ Date: _____

Amount Approved: \$ _____

Detailed Description of Education / Training

Number of Classroom Hours: _____ Expected Number of Attendees: _____

Education/Training is targeted at the following: (each course)

Inspectors:

- Building Plumbing Mechanical Electrical Plans

Contractors/Installers:

- Building Plumbing Mechanical Electrical Plans

Designers:

- Engineers Architects Other: _____

Level of Curriculum:

- Beginner Novice Mid level Professional Expert

Please provide information for each course being taught. Attach additional pages if necessary.

Course Description: _____

Describe how the training relates to the education goals of the Education Committee for the current year:

Text to be used: _____

Instructor:

Name: _____ Phone Number: _____

Address: _____

ITEMS QUALIFYING FOR STATE FUNDING

Reimbursement will only be for educational expenses that qualify for State Funding. Please note that **Code Books will not** qualify.

The following is a list of qualifying items:

- Code Analysis and Code Update Books being used in the education
- Workbooks, Study Guides, or Textbooks used in the education
- Instructor fees (national and local)
- Instructor Travel and Meals
- Printing
- Brochures
- Meeting Rooms
- Audio Visual
- Mailing and Postage

APPLICATION FOR BUILDING CODE TRAINING FUNDS

Estimated Number of Attendees (total): _____ State Cost per Hour of Instruction: _____
 Estimated Cost of Training: \$ _____ Formula: _____
 State funding + (total # students X total hours of instruction)

TRAINING REVENUE

Funding Participants (Excluding the Division)	Amount
Jurisdiction: _____	\$ _____
Organization/Association: _____	\$ _____
Individual: _____	\$ _____
Amount from Sponsor(s): _____	\$ _____
Other: _____	\$ _____
Registration Fee (per person): _____	\$ _____
Total Training Revenue Anticipated:	\$ _____
<i>Subtract portion of registration fees for use to pay non-reimbursable expenses such as breaks, code books, or other costs.</i>	\$ _____
<i>Subtract portion of registration fees to be applied against educational costs for which you are requesting funding.</i>	\$ _____
Balance of Total Revenue Anticipated:	\$ _____

TRAINING EXPENDITURES FOR WHICH YOU ARE REQUESTING REIMBURSEMENT

Description/Item:	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total reimbursable training expenditures anticipated:	\$ _____
Less portion of registration to be applied to educational cost:	\$ _____
Total anticipated reimbursement request:	\$ _____

If space provided is not adequate, please attach an itemized list in the above format.

PLEASE ATTACH A COPY OF THE COURSE OUTLINE AND ANY ADDITIONAL DOCUMENTATION.

I hereby verify that any funds requested from the state are not being reimbursed from any other source.

 Name of Authorized Representative (Print) Title Date

 Signature of Authorized Representative Date

STATE OF UTAH
Division of Occupational & Professional Licensing
BUILDING CODE TRAINING



Instructor Payment Form

(Request for Authorization for Payment for Instruction Services)

Name of Instructor: _____ Social Security Number: _____
Business Address: _____
Home Address: _____
Phone: _____
Class Title: _____
Date: _____ Time Period: _____
Location: _____

CHECK ONE:

- 1. I am not employed by the State or local government and request payment be made to me.
2. I am employed by the State or local government AND
a. I am taking leave from the State or local government to present this seminar and request payment to me.
b. I am not taking leave from the State or local government and therefore not eligible to receive payments to me
i) Therefore I am not requesting payment
ii) But I am requesting payment to my employer to reimburse for my time

Amount of Reimbursement Requested:

Instructor Fees

Instruction _____
Mileage (# miles @ \$.375 = _____ (_____ X \$.375 = _____)
Hotel/Motel* _____
Meals (B: \$6.00 L: \$9.00 D: \$15.00) _____
Other _____
Total _____

I hereby certify that the above information is true and accurate.

(Instructor's Signature)

(Date)

Approved for Payment: Amount: _____

(Authorized Signature)

(Date)

REQUEST FOR REIMBURSEMENT FORM
(To be completed after the program is completed)

I hereby verify that I/we provided the educational program for which we have previously obtained approval for and obtained pre-approval from the UBCC Education Committee and that we provided the program as outlined in our original submittal except for the following changes:

(Please identify below any changes that have been made in subjects, dates, locations or instructors.)

Please identify the information required below. (Attach additional pages if needed.)

Title/Subject	Date(s)	Location(s)	# Hours of Session	# Attendees

We are requesting reimbursement for the following costs which we have incurred and for which we have attached the original receipts.

Instructor Fees and Travel/Meals \$ _____

Instructors Names: _____

Textbooks, Workbooks, Code Update Books

Title(s): _____ \$ _____

Facility Cost: \$ _____

Audio Visual Equipment: \$ _____

Printing: \$ _____

Postage and handling: \$ _____

Other: \$ _____

Total Educational Expenditures: \$ _____

Deduct portion of registration fees applied to educational costs: \$ _____

Balance/Total Reimbursement Request: \$ _____

I hereby verify that these expenses have been paid by our organization and that we have received no other reimbursement for these expenses from any other source.

Organization Name _____

Federal I.D. Number _____

Authorized Representative (Type/Print) _____

Title _____

Signature _____

Date _____

IMPORTANT: Please attach a separate itemized invoice with attached receipts to back up the changes, a roster of attendees, and a copy of the training announcement or agenda.