**Inspector Registration CE Requirements**

**In hopes to alleviate concerns and assist inspectors that are renewing their registrations in the coming years, the Bureau of Construction Codes, Licensing Section has provided some insight into how to address the change in Continuing Education hours between the two rules sets, what documents can be used for the requirement to provide a certificate of completion and what instructors can do to meet the requirements set forth in the rules for providing a certificate of completion.**

**1. Please disregard the (a) and (b) references in the “Hours Required for Reregistration” chart. This was an unintentional carryover from the old chart. The reference does not pertain to anything within the new rule set.**

**2. The new rules became effective during a renewal cycle for many and are impacting the next few renewal cycles. By renewal in 2026, all CE credits will need to follow the new requirements. We realize that this causes some confusion on what must be completed to meet the requirements.**

**a. If you have completed all of the requirements for your current renewal cycle, whether they were under old rules or new, you do not need to complete any more.**

**b. If you have completed a portion of the previous requirements but are still short, compare what you have completed to what is still outstanding.**

**i.     The old administration and communication classes are now rolled into one, public acts and rules.**

**1. Administration and communications required 5 hours for each trade. The new rules require 4 hours for the trades but 18 hours for the building official.**

**ii.     Technical**

**1. Old technical required 8 hours – new technical requires 16 hours. (If you have a trade inspector license and a plan reviewer registration, you only need take the 16 hours. This does not apply to building officials unless the instructor has their course designed to include this).**

**iii.   Plan Review**

**1. Old plan review required 2 hours-new plan review requires 2 hours for trade inspectors including building officials and 8 hours for plan reviewers (If you have a trade inspector license and a plan review registration, you only need take the 8 hours. This does not apply to building officials unless the instructor has their course designed to include this).**

**3. When renewing, you must renew online so that you can upload documents. Most common file types are accepted: jpeg, pdf, etc.**

**a. All certificates must show course completed during your current renewal cycle. You cannot use certificates (or other approved documentation) from previous renewal cycles.**

**4. For those courses that were approved prior to the new rules, BCC will accept sign-in sheets for compliance.  If you have questions about other documents, please reach out to discuss.**

**5. New courses must provide a certificate of completion. An example of an acceptable form is a sign-in sheet signed by the instructor attesting that the attendees signed in and stayed through the completion of the course. An acceptable sign-in sheet must make a statement to that affect. An acceptable certificate of completion must include the instructor’s name and approved course number.**

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