

Continuing Education for Code Enforcement Officers in Texas

- Each registered code enforcement officer and code enforcement officer in training must obtain and show proof of not less than six (6) continuing education hours within the twelve months preceding renewal of a registration issued for one year, or not less than twelve (12) continuing education hours within the 24 months preceding renewal of a registration issued for two years, at least one hour of which must be in legal/legislative issues.
- The 6 or 12 hours must be taken in one or more of the subject areas listed below.
- At least 1 hour of the 6 or 12 hours must be in legal or legislative updates in one or more of the listed subjects.
- To be acceptable for registration renewal, courses must either:
 1. Be approved by the department in accordance with the Code Enforcement Officer rules 25 TAC §140.168; OR
 2. Be approved for license renewal by another Texas regulatory agency and covers one or more of the listed subjects.
- Renewal requires signing the renewal form stating you completed the hours. Proof of attendance (certificates, transcripts etc.) should be sent to DSHS only if you are selected for a random continuing education audit.

What are the required subject areas?

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| (1) zoning and zoning ordinance enforcements; | (7) abandoned vehicles; |
| (2) sign regulations; | (8) junk vehicles; |
| (3) home occupations; | (9) health ordinances; |
| (4) housing codes and ordinances; | (10) basic processes of law related to code enforcement; |
| (5) building abatement; | (11) professional, supervisory or management training related to the profession of code enforcement; or |
| (6) nuisance violations; | (12) legislative or legal updates related to the profession of code enforcement. |

Who may teach courses approved under the Code Enforcement Officer rules?

1. an accredited college or university.
2. a governmental agency, including local, state or federal agencies.
3. an association with a membership of 25 or more persons, or it's affiliate.
4. a commercial education business (must be pre-approved as a provider by the Code Enforcement Officer Registration Program).

Can my employer teach a class and give me credit?

Yes. Sponsor organizations must read and comply with the rules, including providing notice of upcoming events to DSHS at least 15 days prior to the class (30 days is preferred); maintaining a roster for at least 3 years; and providing certificates to each attendee.

How do I know whether a class is approved?

First, make sure the class is being taught in one or more of the subject areas listed above. Then, contact the course sponsor to find out whether it is approved as continuing education by a Texas regulatory agency (including the Code Enforcement Officer Registration Program). Usually course or conference registration information lists the number of hours approved for various types of license renewal. If the course is not being presented by the sponsor as acceptable continuing education for any profession in Texas, then it is not approved.

I am renewing late – do I still just sign the renewal form?

No. Anyone renewing late, in addition to paying the late fee, is automatically subject to audit, and must submit copies of all certificates, transcripts etc. to prove completion of the required 6 or 12 hours.

My next renewal will be for two years. Do I need to take 6 hours of CE each year? And, do I need to take 2 hours in legal or legislative updates?

No to both questions. You may take the entire 12 hours at any time during the 24 months preceding your renewal, and you need only 1 hour of legal or legislative updates taken during the 24 months preceding your renewal.

If you hold a registration in Texas, it is your responsibility to read and comply with the law and rules.