



OMAHA CONTRACTOR LICENSING ORDINANCE UPDATE—November 2021

The Omaha City Council recently enacted updates to the Contractor Licensing Ordinance and in early November the changes became effective.

The recent changes, based on industry input, were enacted to better serve the industry and provide efficient administration by the city, while still achieving the purpose of licensing.

Here are the major changes in the Ordinance:

- Class D License has gone away. The City will not longer issue new Class D licenses. If you now hold a Class D License you will be able to continue to RENEW it IF YOU renew it during the appropriate renewal time period. If you wait too long you will have to start over with a Class C,B or A License.
- Continuing Education requirement has remained the same for the 3-year renewal term of license, BUT the choices of qualifying educational offerings has been expanded. Also, the reporting process is explained clearly.

Here is what you need to know about Continuing Education:

- Contractors must complete 9 hours of continuing education every 3 years and prior to the end of the 3-year term of their license. This is a condition of license renewal or reinstatement.
- Acceptable CE activities include, but are not limited to, the successful completion of following:
 - College courses related to construction
 - Courses, workshops, trainings from agencies certified through professional organizations that include, but are not limited to International Code Council, American Institute of Architects, National Assn of Home Builders, Associated General Contractors of America.
 - Classes taught by the Permits & Inspections Division
 - Active participation in educational outreach activities pertaining to professionals in the construction industry that involve K-12 or higher educational students
- Every contractor is responsible for maintaining records necessary to support credits claimed for CE. Records may include:
 - Completion certificates or other attendance verification documents
 - A log showing the type of activity claimed, sponsoring organization location, duration, instructor's name and unit credits earned
 - Records of CEU that are maintained by ICC
- **The Permits and Inspections Division will select 5% of the total number of licensees at random to submit documentation verifying compliance with the CE requirement of the previous renewal period. The building official, or their designated rep, is authorized to review, verify and approve CE audit submittals.** Submittals that raise significant questions of acceptability will be forwarded to the building board of review for final determination. If the board disallows any of the DE hours claimed, the applicant must, within 90 days after notification of disallowance, substantiate the original claim or earn other credit to satisfy the requirement.