I. Meetings
   A. Meetings will be held on the second and fourth Wednesday of each month for consideration of waivers and other general business.
   B. Elections of officers will take place during the first meeting of each year.

II. Applications for Examinations
   A. All applications for examination will be considered for approval at the second meeting of the month in January, April, July and October. All applicants must appear before the board except applicants for sewer layer licenses.
   B. The applicant shall submit to the board secretary a written application with the required payment no later than the fifteenth day of March, June, September and December. In accordance with Article II of Chapter 49 of the OMC, the following written documentation shall be provided before the application is placed on the board’s agenda:
      1. on-the-job training record showing the years of employment including total hours worked in each year and
      2. classroom training (if any); or,
      3. Proof of state license(s) and its testing criteria
      4. An equivalent size city, and its testing criteria.
         (Equivalent size shall be defined as a city with a population greater than 225,000.)
      5. Testing criteria shall be a comprehensive examination of applicant knowledge and practical application of the following:
         a. plumbing code
         b. plumbing trade related math
         c. plumbing theory
         d. plumbing system design
         e. construction blueprint reading.
   C. Application with payment for re-examination of a failed portion(s) shall be submitted to the board secretary no later than the first day of January, April, July and October.

III. Rules for Examinations
   A. The administration of all examinations shall be on Monday and Tuesday in the week of the first Plumbing Board meeting in the months of February, May, August and November
   B. To be eligible to qualify under G below, the applicant must test on the first available test date following approval.
   C. If an applicant fails his examination, he may request a review of his test and the following procedure will be used:
      1. A written request must be received by the board’s secretary within ten days after the applicant has been notified of failure.
      2. A board member will be present at all times.
      3. The applicant will not be allowed to have a copy of his test.
      4. The applicant will not be allowed to write down questions or answers from the test or record them in any way.
      5. The applicant will not be given the correct answers to missed questions.
      6. The applicant will not be allowed to debate whether an answer is right or wrong.
7. The applicant will be given five minutes to review each failed section of the exam.

D. Failed exams will be kept for three years. At the end of three years, the exams will be destroyed to maintain privacy and security of the test questions.

E. An applicant approved by the board for testing shall pay the fee required by code no later than 9:00 a.m. on the Tuesday in the week prior to the test date. The applicant will not be allowed to test until the required fee is paid. An applicant who postpones an examination or does not appear for testing must wait a minimum of 90 days from the scheduled examination date to test.

F. When an applicant fails the exam by three points or less, the chairman will appoint one board member to review the applicant’s test.

G. Re-examination
   1. Journeyman applicants will not be required to re-take any part of the examination on which they received a passing score provided the failed portion(s) are passed within the next three subsequent scheduled test dates. Thereafter, the applicant shall be required to retake the entire test.
   2. Master applicants will not be required to re-take the passed portion or portions of the test provided the failed portion or portions are re-taken and passed within the next three scheduled test dates. Thereafter, the applicant shall be required to retake the entire test.
   3. Other applicants will be required to retake all portions of their tests.

Note: In Appendix A are guidelines and illustrations although not all inclusive gives some of the items that will be counted wrong on the plan portion of the test.

IV. Passing Grades
   A. Master plumber: A score of 80% is required on each part of the test for a passing grade.
   B. Journeyman plumber: A score of 75% is required on each part of the examination. Anyone testing for the first time who achieves a grade of at least 70% on every portion of the test and obtains an average test score of 75% or higher will be given a passing grade on the test.
   C. Sewer layer: A score of 75% is required for a passing grade.
   D. Water conditioning contractor: A score of 80% is required for a passing grade.
   E. Water conditioning installer: A score of 80% is required for a passing grade.
   F. Lawn sprinkler contractor: A minimum score of 80% is required for a passing grade.

V. Revocation and Suspension of Licenses
   Before any hearing on revocation or suspension is held a simple majority of the board must vote affirmatively that sufficient cause exists to hold such a hearing.

VI. Apprentices and Apprenticeship Programs
   A. When a sponsor submits an apprentice application to the secretary of the board, the sponsor must also submit an up-to-date evaluation of his apprenticeship program on forms provided by the board.
   B. All apprentice applicants requesting more than thirty days previous credit must appear before the board.
   C. When an apprentice asks for credit for experience:
      1. Both the apprentice and the sponsor must appear before the board.
2. The sponsor will submit written documentation of the apprentice’s previous on the job training.
3. The sponsor will submit written documentation of the apprentice’s previous classroom training.
4. When the apprentice has no classroom training, the board may grant the previous experience pending the results of a test by an approved agency; the results will be used to determine final placement.

VII. Waivers
A. Any person who wishes a code waiver must make application, pay the fee and be on the legal agenda. The chairman shall allow persons other than board members to participate in discussions or add input. However, these persons, not members of the board, must make the proper application to have official action taken on any problem.
B. Before the board will grant a waiver on the toilet room fixture requirement (Section 49-636 OMC), it must review a quality set of building plans to see if compliance with the code is possible, including enlargement of the toilet room.

VIII. Continuing Education Course Approval
A. General
1. No alcohol may be serviced before or during a class or seminar.
2. A clock hour shall be 50 minutes.
3. Breaks shall not be included in the clock hour and shall be separate.
4. Videos shall make no more than 30 minutes of each hour.
5. Each Provider shall retain all Continuing Education documentation for no less than three years and shall furnish this documentation to the Board for verification of completion of the Continuing Education requirements if requested by the Board.
6. A Provider shall be a person, firm or corporation that organizes or sponsors classes or seminars.
7. An Instructor is a person who will conduct the class or seminars.
B. Licensee Qualifications for Exemption of the Continuing Education Requirement.
1. A master plumber who is approved as an Instructor or Provider shall be exempt from completing mandatory continuing education requirements subject to the below requirements:
2. The licensee has conducted two four clock hour seminars or courses specifically related to the Omaha Plumbing Code.
3. The licensee is a City of Omaha Inspector.
4. The licensee is an appointed member of the Plumbing Board.
C. Providers shall offer continuing education courses in one of the following formats only:
1. No more than eight hours clock hour of classroom instruction may be presented in one day.
2. Four hours of classroom instruction presented in one day.
3. An online learning or written correspondence course approved by the Board.
4. Providers shall limit the number of students for any continuing education class to no more than 49.
5. Providers shall not advertise or promote the sale of specific goods and/or services during the course of any continuing education class.
6. A provider's/instructor’s approval to offer instruction in Continuing Education expires three years from date of approval.
7. The Board may withdraw without notice at any time its approval of any provider/ instructor who fails to meet the educational criteria established.
8. The Board may deny approval of an application from a provider for any of the following reasons:
a. inadequate or unprofessional coverage of the materials required to be included in the course materials; or
b. unsatisfactory evaluations of the course materials by instructors, licensees, the Board or its designee.

D. **Course Materials.** The Board shall approve course materials to be used for Continuing Education courses on a yearly basis. Course materials are the printed materials that serve as the basis for the Continuing Education courses provided to licensees. The following minimum criteria shall be used by the Board in considering approval of course materials:
1. The course materials shall provide the basis for a minimum of four classroom hours of instruction per course as approved by the Board.
2. Course materials shall not advertise or promote the sale of goods and/or services. Advertisements used in conjunction with course materials must be clearly identifiable as such and clearly labeled as advertising.
3. The provider of course materials must have legal ownership of, or the appropriate license for the use of all copyrighted material included within the course materials.
4. All Board approved course materials shall contain a prominently displayed approval statement containing the following language:
   "THIS CONTINUING EDUCATION COURSE MATERIAL HAS BEEN APPROVED BY THE OMAHA PLUMBING BOARD. BY APPROVAL OF THIS COURSE MATERIAL, THE BOARD DOES NOT ASSUME ANY RESPONSIBILITY FOR THE ACCURACY OF THE CONTENTS. THIS COURSE MATERIAL IS NOT BEING PUBLISHED BY NOR IS A PUBLICATION OF THE BOARD."
5. Approved Providers shall possess and maintain electronic technology acceptable to the Board.
6. Each approved Providers shall at its own expense and in a format approved by the Board electronically transmit to the Board or its designee certification of each licensee's completion of the continuing education course within two working days of the completion date of the course. The certification shall contain the following data and information:
a. Names and type of license of all licensees attending the continuing education course.
b. Date and time of electronic sign-in of the course.
7. The Board may charge course providers a fee to recover costs for software and for training Providers in the use of that software.
8. All records maintained by the provider shall be made available to the Board or its designee within ten days upon request.
9. Falsification of any information relating to Continuing Education requirements by the Provider shall result in the revocation of any approval provided by the Board to any Provider engaging in such misconduct.
Appendix A

Points will be deducted for the following

1. All trap sizes are required to be labeled.
2. Cleanouts must be noted on plan.
3. Trap seal must be shown on drawing for Type I.
4. Two way CO’s are to be shown only when required.
5. **Individual vents**: For showing vents run individually to the vent stack when a loop vent or a vent header could be shown.
6. If all piping is not sized. Size should be shown at branches or at changes in size.
7. For over or under sizing of soil, waste and vent piping or showing multiple pipes when one pipe could be used (see drawing xxx)
8. For not showing the stack increasing 18 inches maximum below the roof line and 12 inches minimum above the roof.
10. For showing fixtures not required.
11. For not showing necessary measurements such as 5 foot arms on stack vent shower.
12. The dishwasher discharge hose is required to be shown and with three straps.
13. For not providing a vent stack
14. For loop venting a fixture that is not an inland fixture.
If illustrated as above a note max. 5Ft. for the waste arm is **not** required

If illustrated as above a note max. 5Ft. for the waste arm **is** required
Island Bar Sink

Wrong

Island Bar Sink

Right
Wrong

Right

Does not label the 2' below ground