

## Policy for Accepting a Basic Certification Course from Another State as Pre-Requisite for Admission into CACEO's Advanced Certification Course

This policy has been created to set criteria for accepting a Basic Certification Course from another state as meeting the pre-requisite requirement for admission into CACEO's Advanced Certification Course.

### Criteria

- The out-of-state Basic Certification Course shall be specifically designed for Code Enforcement Officials.
- The out-of-state course curriculum shall have a minimum of 24 hours of classroom time.
- The out-of-state course curriculum shall be comparable to CACEO's Basic Certification course curriculum as determined by the CACEO Board.
- Employment in the code enforcement field for at least one year.
- The CACEO Board reserves the right to review and accept or reject the out-of-state Certification as the prerequisite.

### Procedure

The applicant shall write a letter to the Board outlining and providing:

- The reason for the request.
- A copy of the Basic Certificate for the out-of-state course.
- A list of classes included in the out-of-state course.
- The number of hours spent in the out-of-state course.
- Proof of employment in code enforcement field for at least one year.

### Purpose

Hiring experienced officers from other states is becoming more prevalent in Colorado. Several other states have established their own Basic Certification Course with training similar to that of CACEO. The topic of when to accept a Basic Certification Course from another state as an adequate pre-requisite for CACEO's Advanced Certification Course has been raised.

### Incentive

Some jurisdictions provide salary increases or promotions based on obtaining CACEO Advanced Certification. Accepting another state's Basic Certification Course as meeting the required pre-requisite to CACEO's Advanced Certification helps these officers and their jurisdictions. Other states with a Basic Certification Course may not have an Advanced Certification Course. This may provide officers from these states the opportunity to attend CACEO's Advanced Certification Course.

**CACEO BOARD APPROVAL**



**President**

Date: 4.8.2022



**Vice President**