

## Continuing Education Requirements for Certified Zoning Enforcement Officials

**Certified Zoning Enforcement Officer (CZEO):** Designation as a CZEO shall identify a Zoning Enforcement Official who has successfully completed 60 hours of the required classes, achieved passing grades on required exams, served as a zoning enforcement officer for at least 3 years (one year of experience will be credited upon successful completion of 60 class hours), submitted an approved Case Study, and is a member in good standing.

**I. Purpose:** Continuing education is a key component in establishing that a Certified Zoning Enforcement Officer (CZEO) is a credible, up-to-date, informed professional who continues to exemplify their competency in the most current zoning enforcement techniques, legislation, and practices.

**II. Continuing Education Credit (CEC):** Continuing education credits are defined by the CAZEO Executive Board and Certification Committee as pre-approved professional development opportunities which are intended to better educate and develop individuals whom possess the distinction of CZEO.

The CAZEO Executive Board approved the CEC Policy on **11-29-2017**, which shall be effective **January 1, 2018** for all current and future CZEOs. Any CZEO who was retired and not actively engaged in Zoning Enforcement, prior to the adoption of the policy shall maintain their certification in perpetuity. Please refer to Section VI. (Unless otherwise granted Retired CZEO status)

**Effective January 1, 2018:** All CZEOs that have received certification from CAZEO are required to be regular members of CAZEO. If an individual holding the designation of CZEO is removed from the membership list for failure to pay annual dues or failure to join CAZEO by **March 15, 2018**, that person will be placed on a "non-member CZEO List". The fee for re-instating said "non-member CZEO" shall be double the membership fee, payable to CAZEO. If an individual remains on the inactive list and fails to be reinstated before their CECs expire, their CZEO status will be rescinded. To regain their CZEO status, they will be required to take and pass all sections of the CAZEO Institute Examinations.

**III. CEC Requirement:** A CZEO must obtain **12 Continuing Education Credits (CECs) per 2 calendar year period beginning January 1**. CECs will be based on attendance to CAZEO meetings as follows:

Full Day CAZEO meeting:	<b>4 CECs</b>
½ Day CAZEO meeting:	<b>2 CECs</b>

**Non-CAZEO Meetings:** The Executive Board may approve events which will be considered for CECs credits based on topic and duration. The Executive Board will approve by vote the number of credits which will be assessed to said event. Approval must be granted prior to attending the event.

A CZEO whom applies for credit for said non-CAZEO meeting will have to provide verification (i.e. attendance sign sheet or certificate of attendance) as well as a completed *Continuing Education Credit Verification Form* to the Membership Director to ensure proper credit. All credits submitted are to be verified by the Executive Committee.

### **Events Exempt from Credit:**

Public/town meetings, board, business, committee, association & policy meetings/conference calls, and/or virtual/web meetings are not CEC eligible activities.

During the reporting period a CZEO is required to attend at least one CAZEO meeting for Continuing Education Credits.

**IV. Reporting:** Membership Director, Certification Chairman, and Vice President will maintain the list of individuals whom are current with CEC requirements.

In March of each calendar year, the Certification Chairman, Vice President and Membership Director shall present to the President, a yearly report of each CAZEO member and the credits completed during the previous calendar year. The yearly report shall be used to determine certification status. Members shall receive letters no later than May 1<sup>st</sup> of every year indicating their standing for certification status.

**V. Failure to Maintain Certification:** In March, the President shall notify in writing all individuals whom failed to fulfill the CECs requirement. These individuals will no longer possess the designation of CZEO from CAZEO.

**Re-Certification:** A member whom fails to maintain a CZEO certification thru the CECs requirements shall be required to re-take and pass all sections of the CAZEO Institute exam unless otherwise stated below.

**Exceptions to CEC Requirements:** The Certification Committee may grant an extension of one (1) year to an individual whom fails to meet the CEC requirement. The exception may only be granted to an individual who has demonstrated that circumstances prevented obtaining CECs from being possible within the prescribed reporting period. Request for extension shall be made in writing to the Certification Chairman.

At a regular meeting of the Certification Committee, the group will review and discuss the request for extension. The individual may request to be present at the meeting to state his/her case. Certification Committee shall provide a written decision to the individual within thirty (30) days of the meeting.

**VI. Retired/Inactive CZEOs:** A CZEO that is retired or who is voluntarily inactive and wishes to maintain their designation as a CZEO may do so. The individual shall notify in writing the Membership Director of his/her retirement or voluntary inactive status. That individual will not be considered an active CZEO and will automatically become an Associate Member of CAZEO, however these individuals will not lose their designation as a CZEO for failure to meet the Continuing Education requirement. Retired or Inactive CZEOs shall not be required to maintain membership during this time period.

If an inactive CZEO wishes to re-active their status as a CZEO they shall submit their request in writing to the Membership Director. Such request shall include any relevant experience gained while inactive. Following a meeting of which the inactive CZEO may be present, the Executive Committee shall render a decision.

Any Retired/Inactive CZEO who has been denied recertification by the Executive Committee or who has been inactive for a period of five (5) or more years shall be required to pass all sections of the CAZEO Institute Examinations.

CAZEO wants you to succeed!  
Thank you for all you do for our profession!

**Revised:** 10-11-18

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