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## Criteria for Acceptance of Continuing Education Courses

**The National Board of Boiler and Pressure Vessel Inspectors**  
1055 Crupper Avenue  
Columbus, Ohio 43229  
614.888.8320



## Criteria for Acceptance of Continuing Education Courses

### \* **Introduction**

NB-263, RCI-1, Rules for Commissioned Inspectors, requires continuing education each renewal year for each National Board commissioned/endorsed inspector. The completion of a National Board online training course, appropriate for the scope of the commission and each endorsement, is required.

Alternatively, an applicable training course may be administered annually by the inspector's employer, provided it is accepted by the National Board in accordance with this document prior to its implementation.

To facilitate this, National Board has developed a series of Course Planning Guides to provide the minimum requirements that must be met by the inspector's employer when submitting a training course(s) for continuing education acceptance. The completed Course Planning Guides will be used by the National Board to evaluate and accept such training courses.

For each commission and endorsement or grouping of endorsements, a separate training course is required, as described in the table below. An organization may submit one or multiple courses for acceptance.

### **CONTINUING EDUCATION REQUIREMENTS**

Description of Commission/ Endorsements	Continuing Education Course Categories
If you hold one of these commissions or endorsements...	The required continuing education course category is...
Inservice Commission ( <b>IS</b> ) or <b>O</b> Endorsement	Inservice Inspection.
Authorized Inspector Commission ( <b>AI</b> ) or B Endorsement	Authorized Inspection: All ASME BPV Code Sections (Excluding Sections III and XI).
<b>N</b> or <b>NS</b> Endorsement	Nuclear: ASME BPV Section III, Division 1.
<b>C</b> or <b>NSC</b> Endorsement	Nuclear Concrete: ASME BPV Section III, Division 2.
<b>I</b> or <b>NSI</b> Endorsement	Nuclear Inservice: ASME BPV Section XI.
<b>R</b> Endorsement	Repair: NBIC Part 3

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**Instructions for Applying for Acceptance of Continuing Education Courses**

The application for Acceptance of Continuing Education Courses consists of completing the Application Form (included in this document), completing the required information in the Course Planning Guide, and attaching a copy of a detailed course outline, master agenda, table of contents, or similar document that identifies the subjects taught in the course.

The Application Form and Course Planning Guides are available PDF fillable forms. Once completed, the forms may be saved as PDFs which can be submitted as attachments via email as indicated below. Then the complete package may be emailed to the National Board as indicated below.

**Submittal to the National Board**

The Application Form, a completed Course Planning Guide and the requested information outlined above are to be submitted to:

Manager of Training  
The National Board of Boiler & Pressure Vessel Inspectors  
1055 Crupper Avenue  
Columbus, OH 43229  
Email: [training@nationalboard.org](mailto:training@nationalboard.org)

An electronic submittal of the Application Form, Course Planning Guide and the requested information is preferred, but printed versions are also acceptable.

The National Board will not charge a fee for the review/acceptance of the training course. A Certificate of Acceptance will be issued for each accepted training course. Each accepted training course will be assigned a tracking number, which will be annotated on the Certificate of Acceptance.

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**Application Review and Acceptance Process**

The National Board staff will review the application to determine compliance with the requirements of this document. After reviewing the application, the National Board will either accept the submittal, request additional information, or deny the application. If the application is denied, a description of the areas of weakness will be provided to the applicant.

All submitted materials will be treated confidentially by the National Board.

\* **Annual Record of Training**

Annually, prior to the renewal of the Inspector's commission, the employers of commissioned inspectors must submit a Record of Training to the National Board Training Department. An electronic submittal of the Record of Training (Excel, Word) is preferred, but printed versions are also acceptable. The Record of Training must include the following information:

Inspector's Name  
Inspector's Birthdate, if available  
Inspector's Commission Number  
Course Name  
Tracking Number (from the Certificate of Acceptance)  
Date the Inspector Completed the Training.

This record should be sent to [training@nationalboard.org](mailto:training@nationalboard.org) upon completion of the training session.

Important Note: This record of training must be received by the Training Department prior to the date that the application for renewals are submitted to the Commissions Department.

*Application  
for  
Review and Acceptance of Training Courses  
for the  
Continuing Education of National Board Commissioned/Endorsed Inspectors*

Applicant Information

\_\_\_\_\_ Date

1) Name of organization: \_\_\_\_\_

2) Location:

Street Address1: \_\_\_\_\_

Street Address2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

3) Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4) Applicant organization website: \_\_\_\_\_

5) Course Planning Guide submitted:

- Guide 1 Inservice Commission and O Endorsement
- Guide 2 Authorized Inspector Commission and B Endorsement
- Guide 3 N or NS Endorsement
- Guide 4 C or NSC Endorsement
- Guide 5 I or NSI Endorsement
- Guide 6 Repair Endorsement