

STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
165 Capitol Avenue, Room 110, Hartford, Connecticut 06106
Telephone: (860) 713-6135 Fax: (860) 713-7230

APPLICATION FOR OCCUPATIONAL TRADES EDUCATION FOR CONTINUING EDUCATION PROVIDERS

(Regulation 20-334d-1 thru 20-334 (j)) revision 08-03-04

ALL SUBMITTALS MUST BE SUBMITTED NO LATER THAN OCTOBER 15, 2010

Please check one: Course Renewal: New Course: (Formal filing required every year)

School Name: _____

Address: _____

Telephone _____ Facsimile No: _____

Contact Name(s): _____

Email Address: _____

Course Name: _____

Classroom Hours: _____ License Types Covered: _____

Date(s) of Course: _____ Location of Course: _____

The application for each course must include, but not be limited to, the following:

		Yes	Commission Use Only
1	Detailed course outline/syllabus	<input type="checkbox"/>	
2	Copy of text and/or related teaching materials	<input type="checkbox"/>	
3	Copy of certificates to be issued **	<input type="checkbox"/>	
4	Copy of all proposed advertising and publicity	<input type="checkbox"/>	
5	Names, addresses, and qualifications or resumes of all instructors to be used	<input type="checkbox"/>	
6	Policy regarding tuition, related costs, cancellation and refund	<input type="checkbox"/>	
7	Locations of all classrooms	<input type="checkbox"/>	
8	Fire Marshal form for each classroom location	<input type="checkbox"/>	

Remarks: _____

Name(s) of Authorized School Representative: _____

Signature of Authorized School Representative

Date

* Licensing course approval shall be effective one license renewal period or portion thereof pertaining to such occupational trade area. New formal course filing must be made for each renewal.

** Certificates to students shall be on official school stationary showing: school name, school code, name of licensee, number and type, name of course, classroom hours, and signature of the school official. Data of such shall be transmitted to collection vendor.

INSTRUCTIONS TO “PROVIDERS” OFFERING

CONTINUING EDUCATION FOR ELECTRICIANS

“2011 RENEWAL YEAR”

LICENSE TYPES: C-5, C-6, C-7, C-8, L-5, L-6, T-1, T-2, PV-1 and PV-2

1. Each provider is required to submit 4 copies of their curriculum in a 3 ring properly and orderly indexed/tabbed binder to the Commissioner of Consumer Protection and the Electrical Work Examining Board for review and approval.
2. All “Providers” intending to offer these classes must have their complete submittal submitted to the Electrical Work Examining Board no later than **October 15, 2010**.
3. Each binder shall be indexed/tabbed in the following order and contain the appropriate material in that indexed/tabbed section. **Any submission not conforming to the above requirement of being submitted in a “3 ring properly and orderly indexed/tabbed binder”, will be automatically rejected.**
4. Indexed/tabbed sections required: **(IN THE FOLLOWING ORDER – NO EXCEPTIONS)**
 - Application (must be completely filled out)
 - Certificates of Insurance
 - CT Sales Tax Certificate (Form OR-138)
 - School Status (Proof of private, public, trade union or trade association)
 - Experience (Proof of educational training experience in trade)
 - Certificates (Copy of certificates to be issued to attendees – must indicate **2011 Renewal Year**)
 - Fire Marshall Certificate (Indicating acceptable use of each facility)
 - Advertisements (Copy of all advertisement to be used)
 - Policies (Copy of school policies for tuition, related costs, cancellations/refunds)
 - Offerings (Dates, hours and locations of all classes)
 - Instructors (Names, addresses, license numbers and qualifications of all instructors that will be teaching. Any changes to the instructor list must be submitted for additional approval.)
 - References (List of all reference materials to be used)
 - Copyrights (Copyright approvals for any copyright material to be used)
 - Teaching aids (Copy of any teaching aids such as power point etc)
 - Handout (Copy of handout that will be bound and distributed to each attendee which must include laws and standards, power point presentations, and calculations)
5. **All license holders attending classes shall be required to have their own copy of the 2005 National Electrical Code as well as a functioning calculator and a copy of the reference book that the specific provider chooses to utilize.**

6. **“Providers” shall not offer any continuing education classes on the premises of any employer.**
7. “Providers” may make accommodations for those attendees with special needs or other disabilities.
8. “Providers” are required to have each attendee sign a “sign in/sign out” sheet at the beginning of each class at the end of each class and each and every time any breaks are provided for items such as lunch etc., excluding bathroom breaks,
9. At the completion of all "approved" continuing education courses, all schools must provide PSI Examination Services an electronic file for each of their students. Such electronic file shall comply with all of the mandated fields as required by PSI and their reports. **All reports must be transmitted to PSI within 30 calendar days of each completed course. Failure to comply with this requirement, is cause for suspension of providers program by the Electrical Work Examining Board or the Department of Consumer Protection.**
10. Providers must follow the State of Connecticut, Regulation of Department of Consumer Protection Concerning Continuing Education for Electricians, Sec 20-334d-1.
11. Prior to holding the first class, each provider shall submit to Department of Consumer Protection a copy of the bound attendee handout book, and a electronic CD copy of their entire provider application and attendee handout book.
12. When all of the above conditions are meet, the provider will receive a letter indicating that their program has been approved. Without receipt of this approval letter, you may not hold any classes or advertise for any classes. Failure for you to comply with this or any other requirement of this program is cause for suspension of your program.

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY**

*DIVISION OF FIRE, EMERGENCY & BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL*



On (date) _____, the (Town/City) _____ Office of the Fire Marshal conducted an inspection of (name of facility) _____ located at (address) _____ in the City/Town of _____ to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a (new/existing) _____ (occupancy classification) _____ as classified by the CONNECTICUT FIRE SAFETY CODE. As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified. **Certificate of approval recommended.**
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptance plan of correction was submitted. *(See attached information)* **Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted. *(See attached information)* **Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public. *(See attached information)* **Certificate of approval NOT recommended.**

Fire Marshal

Date

City or Town

Please Note: A fire marshal inspection is valid for one year from the date of the last inspection.

STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

EVALUATION FORM FOR ELECTRICAL CONTINUING EDUCATION COURSE

(To be filled out by the student and mailed to the address below)

Date: _____ Student Email Address: _____ Phone: _____

Student Name: _____

School Name: _____ Course Name: _____

Location of Class: _____ Time: _____ Date: _____
(Class held) (Class held)

The Occupational & Professional Licensing Division of Connecticut requests that each instructor be evaluated by the students at the end of the course. Please rate your instructor and course on a scale of one to four in the following categories. Circle your choice.

INSTRUCTOR	POOR	FAIR	GOOD	VERY GOOD
1. Started and ended class on time	1	2	3	4
2. Instructor's delivery of subject matter	1	2	3	4
3. Level of preparation for the class	1	2	3	4
4. Knowledge of the subject	1	2	3	4
5. Ability to answer questions	1	2	3	4
6. Rapport with the class	1	2	3	4
7. Made learning enjoyable	1	2	3	4
8. Enthusiasm	1	2	3	4
9. Depth of coverage	1	2	3	4
10. Taught the course as it was advertised	1	2	3	4
11. Gave me information that will benefit	1	2	3	4
12. Overall evaluation of the Instructor	1	2	3	4
13. Registration process	1	2	3	4
14. Staff handled in a professional manner	1	2	3	4
15. Materials (handouts)	1	2	3	4
16. Course content	1	2	3	4
17. Overall evaluation of the course	1	2	3	4

Comments: _____

Mail to: Department of Consumer Protection
Occupational & Professional Licensing Division
Richard M. Hurlburt, Director
165 Capitol Avenue
Hartford, Connecticut 06106 (860) 713-6135

“2011 RENEWAL YEAR”
CONTINUING EDUCATION CURRICULM OUTLINE
FOR ALL ELECTRICAL LICENSE HOLDERS

PART 1 - LAWS AND STANDARDS

The following three sub categories covering the Connecticut General Statutes, the Related Building Codes and OSHA, as previously bound and distributed to each attendee is to be bound and distributed again this year for use as a reference by all attendees.

Each provider/instructor is required to make reference to this manual and at some time during the class, spend approximately **30 minutes** summarizing the materials covered under the Connecticut General Statutes section.

Connecticut General Statutes –

- A review of new statutes and/or amendments
 - PA 10-9 – Evidence Of Workers’ Compensation Insurance
 - PA 10-56 – Special Needs Housing: Visitable Housing
 - PA 10-105/HB 5350 – An Act Concerning Licensure and Certification Credits for Military Training
 - PA 10-148 – An Act Concerning Retainage
 - PA 10-179 – Securitization Of Electric Charges
 - PA 10-190 – An Act Concerning Micro Businesses
 - HB 5138 – An Act Making Minor & Technical Revisions to DCP Statutes
 - HB 5225 – An Act Concerning Solar Work
 - SB 133 – An Act Concerning Apprenticeship to Journeymen and Contractor Ratio
 - SB 379 – An Act Concerning Vocation-Technical Schools
 - Jobs Growth Bill Budget Adopted
 - Regulatory Reform Bill
 - EPA LEAD Certification Requirement

- Chapter 393
 - Exemptions from licensing requirements Sec. 20-340
 - Employment of Apprentices Sec. 20-332-15a
 - Ratios - Sec 20-332-15a(e)(1)
 - How to register as an apprentice - Sec. 20-332-15a(f)
 - Prohibited acts. Records. Lettering on commercial vehicles Sec 20-332-16(a),(d),(e),(f),(g)

- DOL Division of Wage & Workplace Standards FAQs for Employers

Each provider/instructor is also required to spend approximately **one and one half hours (1-1/2 hour)** reviewing the General Basic Law section below:

General Basic Law

Understanding a Business

Definition of a Sole Proprietorship

- > Advantages of a Sole Proprietorship
- > Disadvantages of a Sole Proprietorship

Definition of a Partnership

- > Advantages of a Partnership
- > Disadvantages of a Partnership

Definition of a Corporation

- > Advantages of a Corporation
- > Disadvantages of a Corporation

S Corporation

Definition of Limited Liability Companies

- > Advantages of Limited Liability Companies

Joint Ventures & Limited Partnerships

- > Joint Ventures Definition:
- > Limited Partnerships Definition:

Joint Ventures & Limited Partnerships

- > Joint Ventures Definition
- > Limited Partnerships Definition

What Your Employer Must Do Before You Can Ply Your Trade

Required Insurance

Insurance Agents

Property Insurance

Comprehensive General Liability (CGL)

CGL Exclusions

- > Warranties
- > Automobiles (Motor Vehicles)
- > Workers' Compensation
- > Professional Liability
- > Failure to Perform

Employer Obligations

Fair Labor Standards Act

The ADA ,
Workers' Compensation Insurance
Unemployment Compensation

Contracts

What is a Contract?
Why Do I Need A Contract?
Contract Acceptance
Oral vs. Written
Right of Rescission
Indemnification
Plain Language
Breach of Contract
Liquidated Damages
Automatic Renewal
Contract Interpretation

OSHA & Safety Related Work Practices:

Each provider/instructor is required to spend approximately **45 minutes** reviewing the OSHA & Safety Related Work Practice sections of Laws and Standards as follows:

OSHA

- 10 Most Common CT OSHA Citations for 2009. Citations are found at <http://www.ctdol.state.ct.us/osha/2010/qtly-Feb10.htm#citations>

Safety

Hand and Power Tools

Hazards
Basic Tool Safety Rules
Hand Tool Hazards
Hand Tools Protection
Power Tools
Precautions
Electric Cord Precautions
Electric Power Tools
Good Practices For Electric Tools
Abrasive Wheels and Tools
Inspecting Abrasive Wheels
Inspecting Abrasive Wheels

Pneumatic Tools
Fastening Pneumatic Tools
Pneumatic Tool Connections
Pneumatic Tool Safety
Powder-Actuated Tools
Easily Penetrated Material
Powder-Actuated Tool Safety Tips

PART 3 – SPECIFIC CONTENT AREA RELATIVE TO LICENCE CLASS

Mandatory 4.25 hours of course specific content as it relates to the specific license category of continued education credit as requested. For example, the alarm industry would offer courses related to security and fire alarms, while the network providers would offer courses specific to communications.

<end>

SEND SUBMITTAL TO:

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Department of Consumer Protection
Occupational and Professional Licensing Division
165 Capitol Ave. Room 110
Hartford, CT. 06106
Phone: 860-713-6135
FAX: 860-713-7230
occprotrades@ct.gov
Agency Web site: www.ct.gov/dcp

End