

# 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 MARCH 31, 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 stationery 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

### “2010 RENEWAL YEAR”

#### LICENSE TYPES: PV-1, 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 **March 31, 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 and require a completely new conforming submission.** No partial submittals will be accepted or compiled into one complete submission.
4. Indexed/tabbed sections required: (In this order)
  - 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 “**2010 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)
  - Manual ( Copy of manual 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.

6. As a condition of approval, in addition to the NEC 2005 each provider shall select from the following approved list of reference books, which reference book they will use in their classes. **All license holders will be required to purchase one of the following as determined by the school and bring with them their own copy for each class.**
  - “Significant Changes to The NEC 2005 Edition” as published by THOMSON DELMAR LEARNING
  - “Stallcup’s Illustrated Code Changes 2005” as published by NFPA
  - “NEC 2005 Analysis of Changes” as published by NFPA
  
7. Each provider or instructor shall provide for the instructors use the following reference books for use at each class. (Attendees will not be required to purchase these publications)
  - “Applied Codeology” Understanding the 2005 National Electrical Code as published by THOMSON DELMAR LEARNING
  - “OSHA Regulations” (29CFR Part 1926)
  - “NFPA 70E” Standard for Electrical Safety in the Workplace, 2004 Edition, as published by NFPA
  - Ugly’s Electrical Reference by George V. Hart and Sammie Hart
  
8. It is the intent of this curriculum and training that the instructor develops a high level of class participation for all of the curriculum subject matter, particularly where calculations are required.
  
9. **“Providers” shall not offer any continuing education classes on the premises of any employer.**
  
10. “Providers” may make accommodations for those attendees with special needs or other disabilities.
  
11. “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,

## **Real Estate, Real Estate Appraisal, Electrical, and Plumbing Occupations**

The Department of Consumer Protection has recently implemented a new integrated computer system for the maintaining and tracking of all its licensing records. This system meets many of the objectives in being able to provide better quality of service to consumers in the processing of applications and availability of information to licensees and consumers.

If you are approved as an approved provider or applicant provider for continuing education for our licensees, we will be implementing new procedures for the transmission of information regarding continuing education as of September 1, 2004. Beginning on this date, we have authorized PSI Examination Services to collect all CE student data and transmit it into our new computer system. Each education provider must pay **50 CENTS** per student directly to PSI.

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 .**

PSI will be contacting you when you are approved by this office with a more detailed explanation of the process. They will also provide support to you if you have any difficulties.

**PSI Examination Services  
2950 N Hollywood Way Suite 200  
Burbank, CA 91505  
[cathy@psionline.com](mailto:cathy@psionline.com)**

This automation of information will allow us to be able to enforce 100% of the requirements for all licensees fulfilling their continuing education requirements, as well as eliminating the need for licensees to provide copies of proof of continuing education courses. We anticipate that this should aid schools in the additional work of supplying lost copies as well as increasing attendance to required continuing education classes.

**STATE OF CONNECTICUT**  
**REGULATION**  
OF  
DEPARTMENT OF CONSUMER PROTECTION  
  
CONCERNING  
CONTINUING EDUCATION FOR  
ELECTRICIANS

The Regulations of Connecticut State Agencies are amended by adding Section 20-334d-1 as follows:  
*(Edited version to reference only "electricians")*

***(NEW) Sec. 20-334d-1. Continuing Education for Electricians and Plumbers***

(a) Definitions

As used in this section:

- (1) "Commissioner" means the Commissioner of Consumer Protection;
- (2) "Instructor" means:
  - (A) any person who holds a current, appropriate trade license issued by the Department of Consumer Protection, has at least five years of practical experience in the appropriate trade, and has been approved by the commissioner, with the advice of the appropriate Board; or
  - (B) a professional or a teacher in a specified area of law or the appropriate trade, approved by the commissioner, with the advice of the appropriate Board; and
- (3) "Provider" means any public or private school, trade union or trade association that regularly provides courses that meet the criteria as set forth in subsection (b) of this section.
- (b) Course approval
  - (1) Each provider intending to offer continuing education courses shall submit a formal filing for each course to the commissioner for approval.
  - (2) The filing for each course shall include, but not be limited to, the following:
    - (A) a course outline;
    - (B) a listing of all reference materials to be utilized;
    - (C) the names, addresses, license numbers, and qualifications of each instructor; and
    - (D) contact information for each provider.
  - (3) All course filings shall be submitted on an annual basis. Course approvals shall only be valid for one year from date of approval.
  - (4) Each provider shall obtain approval from the commissioner for any changes to an approved course. The commissioner may request the provider to change the contents of an approved course if changes have been made to the statutes, regulations or other standards concerning the appropriate trade.
  - (5) The content of continuing education courses shall consist of applicable trade laws and practices that are broad-based and essential to the role of a licensee as the licensee acts in the best interest of the consumer. Courses shall directly relate to trade principles and practices of the applicable trade.
  - (6) The commissioner shall not approve any continuing education courses in the area of office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, or for sales promotions or other meetings held in conjunction with the general business of a trade contractor.
- (c) Notification of course offering; course locations.

(1) Each provider conducting an approved course shall, prior to the scheduled date of each course, submit to the commissioner a schedule of the dates, hours, and locations for each course to be offered. No courses shall commence or be advertised as approved, without prior written approval of the commissioner. There shall be no change or alteration in any approved course without prior written notice and approval of the commissioner. Course approval may be withdrawn for failure to comply with the provisions of this section.

(2) Each continuing course shall be conducted in a classroom-style facility and an environment which is adequate to implement the offering. No correspondence courses shall be permitted. No provider shall use a classroom until an approval certificate has been issued by the local Fire Marshal indicating compliance for such use.

(d) Minimum continuing education hours

(1) Electrical licensees, as a condition of license renewals commencing on and after October 1, 2004, shall take at least seven (7) credit hours of continuing education courses each year prior to renewal of their licenses. The following areas of study, with an emphasis on recent changes or updates, shall be acceptable:

(A) Licensing or business law and regulations applicable to the electrical trade;

(B) the current State of Connecticut Building Codes and Standards applicable to the electrical trade;

(C) construction safety; and

(D) any areas recommended by the commissioner or the Electrical Work Examining Board.

(3) All continuing education courses shall be applicable to the specific license types and categories, and shall meet with the final approval of the commissioner.

(4) Courses completed prior to approval by the commissioner shall not qualify for continuing education hours.

(5) A licensee shall not be required to comply with the continuing education requirements of this section for the licensee's first license renewal.

(e) Advertising

All providers advertising continuing education courses shall comply with the following requirements:

(1) All advertising and notices shall not be deceptive or misleading and shall reveal significant facts, the concealment of which would mislead the public.

(2) Providers shall substantiate claims made in any advertisement upon request of the commissioner.

(3) All advertising and written or oral statements shall avoid the use of exaggerated or unproven claims or misrepresentations.

(4) No unfounded guarantee shall be offered. All notices shall clearly and conspicuously disclose the full nature of services offered.

(5) False or misleading claims as to tuition and other course costs are prohibited.

(6) Material containing testimonials shall be clearly limited to those individuals reflecting their own personal experiences.

(7) Providers shall not use the wording "Approved by the Commissioner" or other like wording. The following wording may be used: "This course meets the minimum requirements as set forth by the Commissioner." The type size for the wording of this statement shall be no larger than the smallest type size used in the advertisement.

(f) Records

(1) All providers conducting approved courses shall keep and retain complete records of student attendance and documentation of completion for a period of at least four (4) years after the completion of each course. Such records shall be available for inspection by the commissioner. Upon satisfactory completion of any approved course, the provider, as prescribed by the commissioner, shall furnish an approved certificate to the licensee student.

(2) The burden of proof of completion of each course shall be upon the licensee. A licensee who applies for renewal of a license shall retain all certificates of approved continuing education units for a period of at least four (4) years after the completion of each course. A licensee shall, upon request of the commissioner, and to satisfy the results of a random audit, make such certificates available to the commissioner, or a third party designated by the commissioner, for purposes of verification.

(3) The provider shall submit to the commissioner the names, addresses, and license numbers of all persons who successfully complete an approved continuing education course. Documentation of such courses shall be submitted in such manner and at such times and locations as prescribed by the commissioner.

(g) Equivalent continuing education.

The commissioner, with the advice of the appropriate Board, may consider and approve, on an individual basis, any other educational course taken by the licensee in lieu of approved courses. Any such course shall meet the standards established by section 20-334d-1(b)(5). Evidence of such courses must be submitted 120 days prior to license renewal.

(h) Hardship.

(1) Upon appropriate showing of a bona fide health or other individual hardship, the commissioner may consider an exception to the continuing education requirements. A loss of income resulting from cancellation of a license is not a bona fide hardship.

(2) Requests for exceptions shall be submitted in writing and shall include an explanation and verification of the hardship.

(i) Hearings on denial of instructor or course approval

(1) Upon the refusal of the commissioner to approve an instructor or a continuing education course, or upon the decision of the commissioner to withdraw such approval, the commissioner shall notify the provider of the denial or withdrawal, and of the right to request a hearing within fifteen (15) days from the date of mailing of the notice.

(2) In the event the applicant requests a hearing within such fifteen (15) days, the commissioner shall give notice of the grounds for refusal or withdrawal, and shall conduct a hearing in accordance with the provisions of chapter 54 of the Connecticut General Statutes concerning contested matters.

(j) Forms

Applications for instructor and course approval shall be made on forms prescribed by the commissioner.

***Statement of Purpose: To establish requirements for continuing education for electricians and plumbers pursuant to Section 20-334d of the Connecticut General Statutes.***

**DEPARTMENT OF PUBLIC SAFETY**

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



**STATE OF CONNECTICUT**

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

**“2010 RENEWAL YEAR”**  
**CONTINUING EDUCATION CURRICULM OUTLINE**  
**FOR ALL PV-1 & PV-2 LICENSE HOLDERS**

**PART 1 - LAWS AND STANDARDS**

The following three sub categories covering the Connecticut General Statues, 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 **(1) one hour** summarizing the materials covered under the Connecticut General Statues and Related Building Codes sections.

Each provider/instructor is also required to spend approximately **(1) one hour** reviewing the OSHA sections of Laws and Standards with the major emphasis being placed on OSHA Subpart C and Personal Protective Equipment and Tools. This emphasis shall include identification of the various conditions that require personal protective equipment and what type of personal protective equipment and which appropriate tools are required for each condition.

**Connecticut General Statutes - Chapters 393**

- CEU Requirements for License Renewal - Sec. 20-334d-1
- Definitions - Sec. 20-330 (1), 20-330(2), 20-330(6), 20-332-1(a) thru (d), 20-332-1(h), 20-332-1(n), 20-332-1(o), 20-332-2 (a) thru (l)
- Examining boards - Sec. 20-331(a)(1), 20-331(b)
- Powers and duties of boards - Sec. 20-332
- License or card of registration. Requirements. Suspension or revocation - Sec. 20-334
- License fee. Expiration and renewal - Sec. 20-335
- Penalties for violations - Sec. 20-341, Sec 21a-7 (1-7)
- 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), Sec 20-332-16(d), Sec 20-332-16(e), Sec 20-332-16(f), Sec 20-332-16(g), Sec 20-334(b)
- Grounds for suspension or revocation of a license Sec 20-332-18a
- The following Public Act No. 07-188 became effective October 1, 2007 and makes modifications and changes to certain licensing laws. All “Providers” shall include a copy of this within their booklets that they handout to each attendee and review this information with each class. (“Blue” indicates new words and “red” indicates words being removed)
- The following **“Frequently Asked Questions”** are provided for from the Department of Labor website and **are to be reviewed in each class** as part of the General Statues and Regulations section.



**Substitute House Bill No. 6983**

**Public Act No. 07-188**

**AN ACT CONCERNING THE ENFORCEMENT OF CERTAIN PROFESSIONAL AND OCCUPATIONAL LICENSING, CERTIFICATION AND REGISTRATION LAWS.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (c) of section 20-332 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2007*):

(c) If, after a hearing in accordance with the regulations adopted by the Commissioner of Consumer Protection, it appears that the provisions of this chapter or the regulations adopted under this chapter have been violated, in addition to the penalties in this chapter, the appropriate examining board, or the commissioner or the commissioner's authorized agent, shall report such violation to the office of the state's attorney for the **[superior court for the]** judicial district in which such violation occurred.

Sec. 2. Section 20-341 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2007*):

(a) Any person who wilfully engages in or practices the work or occupation for which a license is required by this chapter without having first obtained an apprentice permit or a certificate and license for such work, or who wilfully employs or supplies for employment a person who does not have a certificate and license for such work, or who wilfully and falsely pretends to qualify to engage in or practice such work or occupation, or who wilfully engages in or practices any of the work or occupations for which a license is required by this chapter after the expiration of **[his] such person's** license, **[or who violates any other provision of this chapter, unless the penalty is otherwise specifically prescribed, shall be fined not more than two hundred dollars for each such violation]** shall be guilty of a class B misdemeanor, provided no criminal charges shall be instituted against such person pursuant to this subsection unless the work activity in question is reviewed by the Commissioner of Consumer Protection, or the commissioner's authorized agent, and the commissioner or

such agent specifically determines, in writing, that such work activity requires a license and is not the subject of a bona fide dispute between persons engaged in any trade or craft, whether licensed or unlicensed. Notwithstanding the provisions of subsection (d) of section 53a-29 and subsection (d) of section 54-56e, if the court determines that such person cannot fully repay any victims of such person within the period of probation established in subsection (d) of section 53a-29 or subsection (d) of section 54-56e, the court may impose probation for a period of not more than five years. The penalty provided in this subsection shall be in addition to any other penalties and remedies available under this chapter or chapter 416.

(b) The appropriate examining board or the Commissioner of Consumer Protection may, after notice and hearing, impose a civil penalty on any person who engages in or practices the work or occupation for which a license or apprentice registration certificate is required by this chapter, chapter 394 or chapter 482 without having first obtained such a [certificate or] license or certificate, or who wilfully employs or supplies for employment a person who does not have such a license or certificate or who wilfully and falsely pretends to qualify to engage in or practice such work or occupation, or who engages in or practices any of the work or occupations for which a license or certificate is required by this chapter, chapter 394 or chapter 482 after the expiration of the license or certificate or who violates any of the provisions of this chapter, chapter 394 or chapter 482 or the regulations adopted pursuant thereto. Such penalty shall be in an amount not more than one thousand dollars for a first violation of this subsection, not more than one thousand five hundred dollars for a second violation of this subsection and not more than three thousand dollars for each violation of this subsection occurring less than three years after a second or subsequent violation of this subsection, except that any individual employed as an apprentice but improperly registered shall not be penalized for a first offense.

(c) If an examining board or the Commissioner of Consumer Protection imposes a [fine or] civil penalty under the provisions of subsection (b) of this section as a result of a violation initially reported by a municipal official, the commissioner shall, not less than sixty days after collecting such [fine or] civil penalty, remit one-half of the amount collected to such municipality.

(d) A violation of any of the provisions of this chapter shall be deemed an unfair or deceptive trade practice under subsection (a) of section 42-110b.

(e) This section shall not apply to any person who (1) holds a license issued under this chapter, chapter 394 or chapter 482 and performs work that is incidentally, directly and immediately appropriate to the performance of such person's trade where such work commences at an outlet, receptacle or connection previously installed by a person holding the proper license, or (2) engages in work that does not require a license under this chapter, chapter 394 or chapter 482.

Sec. 3. Section 21a-8 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2007*):

(a) The Department of Consumer Protection shall have the following powers and duties [ ] with regard to each board or commission transferred to the Department of Consumer Protection under section 21a-6:

(1) The department shall control the allocation, disbursement and budgeting of funds appropriated to the department for the operation of each board or commission transferred to said department.

(2) The department shall employ and assign such personnel as the commissioner deems necessary for the performance of each [board] board's or commission's functions.

(3) The department shall perform all management functions, including purchasing, bookkeeping, accounting, payroll, secretarial, clerical, record-keeping and routine housekeeping functions.

(4) The department shall conduct any necessary review, inspection or investigation regarding qualifications of applicants for licenses or certificates, possible violations of statutes or regulations, accreditation of schools, disciplinary matters and the establishment of regulatory policy, and make recommendations to the appropriate board or commission. In connection with any such investigation, the Commissioner of Consumer Protection, or the commissioner's authorized agent, may administer oaths, issue subpoenas, compel testimony and order the production of books, records and documents. If any person refuses to appear, to testify or to produce any book, record or document when so ordered, a judge of the Superior Court may make such order as may be appropriate to aid in the enforcement of this section.

(5) The department shall administer any examinations necessary to ascertain the qualifications of applicants for licenses or certificates and shall issue licenses or certificates to qualified applicants. The department shall maintain rosters of licensees or registrants [updated] and update such rosters annually, and may provide copies of such rosters to the public for an appropriate fee.

(6) The department shall conduct any necessary investigation and follow-up in connection with complaints regarding persons subject to regulation or licensing by the board or commission.

(7) The department shall perform any other function necessary to the effective operation of the board or commission and not specifically vested by statute in the board or commission.

(8) The department shall receive complaints concerning the work and practices of persons licensed, registered or certified by such boards or commissions and shall

receive complaints concerning unauthorized work and practice by persons not licensed, registered or certified by such boards or commissions. The department shall distribute monthly a list of all complaints received within the previous month to the chairperson of the appropriate board or commission. The department shall screen all complaints and dismiss any in which the allegation, if substantiated, would not constitute a violation of any statute or regulation. The department shall distribute notice of all such dismissals monthly to the chairperson of the appropriate board or commission. The department shall investigate any complaint in which the allegation, if substantiated, would constitute a violation of a statute or regulation under its jurisdiction. In conducting the investigation, the commissioner may seek the assistance of a member of the appropriate board, an employee of any state agency with expertise in the area, or if no such member or employee is available, a person from outside state service licensed to perform the work involved in the complaint. Board or commission members involved in an investigation shall not participate in disciplinary proceedings resulting from such investigation. The Commissioner of Consumer Protection may dismiss a complaint following an investigation if the commissioner determines that such complaint lacks probable cause. Notice of such dismissal shall be given only after approval by the chairperson of the appropriate board or commission. The commissioner may authorize a settlement if the settlement is approved by the complainant, the practitioner, and the board or commission. The commissioner may bring a complaint before the appropriate board or commission for a formal hearing if [\[he\] the commissioner](#) determines that there is probable cause to believe that the offense alleged in the complaint has been committed and that the practitioner named in the complaint was responsible. The commissioner, or the commissioner's authorized agent, shall have the power to issue subpoenas to require the attendance of witnesses or the production of records, correspondence, documents or other evidence in connection with any hearing of a board or commission. All dispositions and final decisions by the Department of Consumer Protection after an investigation into a complaint has begun shall be forwarded to the chairperson of the appropriate board or commission on a monthly basis.

(9) The department may contract with a third party, if the commissioner deems it necessary and if the appropriate board or commission consents, to administer licensing examinations and perform all attendant administrative functions in connection with such examination and to monitor continuing professional education requirements, and may require the payment of a fee to such third party.

[\(b\) The Commissioner of Consumer Protection shall have the following powers and duties with regard to each board or commission transferred to the Department of Consumer Protection under section 21a-6:](#)

[\(1\) The commissioner may, in the commissioner's discretion, issue an appropriate order to any person found to be violating any statute or regulation within the](#)

jurisdiction of such board or commission providing for the immediate discontinuance of the violation or requiring the violator to make restitution for any damage caused by the violation, or both. The commissioner may, through the Attorney General, petition the superior court for the judicial district in which the violation occurred, or in which the person committing the violation resides or transacts business, for the enforcement of any order issued by the commissioner under this subdivision and for appropriate temporary relief or a restraining order. The commissioner shall certify and file in the court a transcript of the entire record of the hearing or hearings, including all testimony upon which such order was made and the findings and orders made by the commissioner. The court may grant such relief by injunction or otherwise, including temporary relief, as the court deems equitable and may make and enter a decree enforcing, modifying and enforcing as so modified, or setting aside, in whole or in part, any order of the commissioner issued under this subdivision.

(2) The commissioner may conduct hearings on any matter within the statutory jurisdiction of such board or commission. Such hearings shall be conducted in accordance with chapter 54 and the regulations established pursuant to subsection (a) of section 21a-9, as amended by this act. In connection with any such hearing, the commissioner may administer oaths, issue subpoenas, compel testimony and order the production of books, records and documents. If any person refuses to appear, testify or produce any book, record or document when so ordered, a judge of the Superior Court may make such order as may be appropriate to aid in the enforcement of this subdivision.

(3) In addition to any other action permitted under the general statutes, the commissioner may, upon a finding of any cause specified in subsection (c) of section 21a-9, as amended by this act: (A) Revoke or suspend a license, registration or certificate; (B) issue a letter of reprimand to a practitioner and send a copy of such letter to a complainant or to a state or local official; (C) place a practitioner on probationary status and require the practitioner to (i) report regularly to the commissioner on the matter which is the basis for probation, (ii) limit the practitioner's practice to areas prescribed by the commissioner, or (iii) continue or renew the practitioner's education until the practitioner has attained a satisfactory level of competence in any area which is the basis for probation. The commissioner may discontinue, suspend or rescind any action taken under this subdivision.

Sec. 4. Section 21a-9 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2007*):

(a) With regard to the boards and commissions within the Department of Consumer Protection, the Commissioner of Consumer Protection (1) shall adopt uniform rules of procedure, consistent with chapter 54, for hearings and other proceedings to be conducted by the boards or commissions or by the commissioner and for the giving of notice to persons affected by such

proceedings, and (2) may, where authorized by statute, adopt regulations regarding any subject within the jurisdiction of a board or commission.

(b) Any rules of procedure and regulations adopted pursuant to this section shall be adopted in accordance with chapter 54. No regulation shall be adopted pursuant to this section until the appropriate board or commission has had reasonable opportunity to review the proposed regulation and to offer comments thereon.

(c) Each such board or commission may act in accordance with the provisions of subdivision (7) of section 21a-7, [and the commissioner may act in accordance with the provisions of subdivision \(3\) of subsection \(b\) of section 21a-8, as amended by this act](#), in the case of a practitioner who: (1) Engages in fraud or material deception in order to obtain a license, registration or certificate issued by the board or commission or to aid another in obtaining a license, registration or certificate issued by the board or commission; (2) performs work beyond the scope of the license, registration or certificate issued by the board or commission; (3) illegally uses or transfers a license, registration or certificate issued by the board or commission; (4) performs incompetent or negligent work; (5) makes false, misleading or deceptive representations to the public; (6) has been subject to disciplinary action similar to that specified in subdivision (7) of section 21a-7 [or subdivision \(3\) of subsection \(b\) of section 21a-8, as amended by this act](#), by a duly authorized professional agency of the United States, any state within the United States, the District of Columbia, a United States possession or territory or a foreign jurisdiction; or (7) violates any provision of the general statutes or any regulation established thereunder, relating to the practitioner's profession or occupation.

(d) As used in chapters 390, 391, 392, 393, 394, 396, 400g, 400j, 482 and 400l:

(1) "Certificate" includes the whole or part of any Department of Consumer Protection permit which the department issues under authority of the general statutes and which (A) authorizes practice of the profession by certified persons but does not prohibit the practice of the profession by others, not certified, (B) prohibits a person from falsely representing that such person is certified to practice the profession unless the person holds a certificate issued by the department, and (C) requires as a condition of certification that a person submit specified credentials to the department which attest to qualifications to practice the profession.

(2) "License" includes the whole or part of any Department of Consumer Protection permit, approval, or similar form of permission which the department issues under authority of the general statutes and which requires (A) practice of the profession by licensed persons only, (B) demonstration of competence to practice by examination or other means and meeting of certain minimum standards, and (C) enforcement of standards by the department or regulatory board or commission.

(3) "Registration" includes the whole or part of any [Department of Consumer Protection](#) permit which the department issues under authority of the general statutes and which (A) requires persons to place their names on a list maintained by the department before they can engage in the practice of a specified profession or occupation, (B) does not require a person to demonstrate competence by examination or other means, and (C) may be revoked or suspended by the commissioner for cause.

Approved July 5, 2007

# Division of Wage & Workplace Standards

## FAQs for Employers

### **When is an employer required to pay overtime?**

After 40 hours of actual work in the same work week. It is calculated at one and one-half times the employee's regular rate of pay. This is covered under the CT State Statutes in the following sections:

[Section 31-76b](#)

[Section 31-76c](#)

[Section 31-76i](#)

### **Is the employee due overtime after working 8 hours in a day, or on a Sunday, or on a holiday?**

No, unless by employment agreement.

### **Is an employer required to provide a break?**

Connecticut state law does not require an employer to provide a break. However, state law does require the employer to provide a meal period after the employee has worked 7½ or more consecutive hours.

### **Is the employer required to provide a meal period?**

The employer must provide a meal period of at least 30 consecutive minutes if the employee has worked for 7½ or more consecutive hours. However, the Labor Commissioner will exempt the employer from this requirement if one of the following conditions is present:

- a. complying with this requirement would endanger public safety;
- b. the duties of the position can only be performed by one employee;
- c. the employer employs less than 5 employees on that shift at that one business location (this only applies to that particular shift); or,
- d. the employer's operation requires that employees be available to respond to urgent conditions, and that the employees are compensated for the meal period.

Meal period requirements are covered under [31-51ii of the Conn. State Statutes](#).

### **Does an employer have to provide vacation pay, sick pay or holiday pay?**

No. These are fringe benefits provided at the discretion of the employer. They are not required by law.

### **Can an employer cut an employee's pay, reduce the employee's hours or benefits, or change the employee's job duties?**

Yes, as long as the employee is notified in advance of the pay period and in writing. This is covered in the [CT General Statute Section 31-71f](#).

**If an employee owes the employer money, or the employer wishes to deduct from wages for employee errors, can wages be withheld?**

No, an employer may not withhold or divert wages unless provided specifically by law. This is covered in [CT General Statute Section 31-71e](#).

**How does an employer receive permission to deduct from wages for specific reasons?**

The employer can submit a sample deduction form to the Wage and Workplace Standards Division for consideration. Typical deductions are for employee loans or purchases, credit union, uniforms, and advances on fringe benefits.

**When must an employer pay wages upon termination?**

If discharged, next business day. If laid off or quit, next regular pay day.

**For more information, please refer the Department of Labor website at:  
[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)**

**Related Building Codes**

- Instructors are to make a statement to each class, that electricians are not only required to follow the 2005 National Electrical Code (NEC), but are also required to comply with all State adopted codes, inclusive of all applicable State of Connecticut approved amendments and supplements, as listed below.
- 2003 International Residential Code
  - R 502.8 Drilling and notching structural floor members
  - R 502.8.2 Engineered products
  - R 602.6 Drilling and notching studs
  - R 802.7 Cutting and notching structural floor members
  - R 802.7.2 Engineered wood products
  - E 3302 Reference to drilling and notching found in electrical section of IRC
- 2003 International Energy Conservation Code
  - 505.1 Electrical energy consumption
- Connecticut State Building Codes
  - 2003 NFPA 1 Uniform Fire Code
  - 2003 NFPA 101 Life Safety Code
  - 2003 International Fire Code
  - 2003 International Building Code\*
  - 2003 International Residential Code\* (re-adopted with changes)
  - 2003 International Existing Building Code
  - 2003 International Mechanical Code
  - 2003 International Plumbing Code
  - 2003 International Energy Conservation Code (re-adopted with changes)
  - 2005 National Electrical Code (NFPA-70)
  - ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities

2005 Connecticut Supplement: Available by download from [www.ct.gov/dps](http://www.ct.gov/dps) , then select "State Building Official". Also select "State Fire Marshal" for additional fire code information.

\*The International Code Council has agreed to publish Connecticut Specific Editions of the 2003 International Building and Residential Codes that incorporate the language of the Connecticut Supplement into the base document. This eliminates the need for concurrent use of the Connecticut Supplement for these two codes.

For more information and any changes, please refer the Department of Public Safety website at: [www.ct.gov/dps](http://www.ct.gov/dps)

**PLEASE NOTE THAT THE "STATE BUILDING CODE" IS EXPECTED TO CHANGE AUGUST 1, 2009. PLEASE CHECK THE ABOVE WEBSITE FOR THE LATEST VERSION OF THE STATE BUILDING CODE FOR YOUR CURRICULUM.**

**OSHA - Please review the following sections with each class and place emphasis on calculations for arc flash and OSHA Subpart C.**

- Head Protection - Standard 1926.100
- Hearing Protection - Standard 1926.101
- Eye and face protection - Standard 1926.102
- Ladders – Standard 1926.1050, 1926.1051, 1926.1053, 1926.1060
- Fall Protection – Standard 1926.500, 1926.501, 1926.502, 1926.503
- Excavations – Standard 1926.650, 1926.651, 1926.652, 1926 Subpart P Appendix A thru E
- Ground -fault protection Standards 1926.404(b)(1)
- Lockout and tagging of circuits Standard 1926.417
- Confined Spaces – Standard 1926.21(b)(6), 1910.146 (Emphasize that "certification" is required to work in confined spaces and annually renewed)
- NFPA 70E – Arc Flash and Personal Protective Equipment
- NFPA 70E – Arc Flash Calculations
- Call Before You Dig
- Subpart C

## **PART 2 – 2005 NATIONAL ELECTRICAL CODE**

**(FOR PV-1 & PV-2 ELECTRICAL LICENSE HOLDERS)**

Using the 2005 National Electrical Code Book, Applied Codeology (*Understanding the 2005 National Electrical Code*), and any one of the 2005 Code Changes publications as published by Thomson Delmar Learning, Stallcup or the NFPA, incorporate the appropriate and corresponding articles that cover the following chapter of the 2005 National Electrical Code. **(5.0 hours)**

### **Codeology**

***Time Allotted: 60 minutes (1 hour)***

- Unit 1: The Development of the National Electrical Code
- Unit 2: Basic Building Block #1 – Table of Contents
- Unit 3: Basic Building Block #2 – Section 90.3
- Unit 4: Basic Building Block #3 – NEC Structure
- Unit 5: Basic Building Block #4 – Article 100 – The Language of the NEC
- Unit 6: Codeology Fundamentals

## 2005 National Electrical Code Changes

*Time Allotted: 240 minutes (4 hours)*

- Chapter 1 – General
- Chapter 2 – Wiring and Protection
  - Branch Circuits
  - Difference between Grounding and Bonding
  - Sizing Grounding Electrode
  - Sizing Equipment Grounding Conductors
- Chapter 3 – Wiring Methods and Materials **(Provide in-class participation for the following calculations)**
  - Conductor De-rating (more than three current carrying conductors in raceway/cable assembly)
  - Ambient Temperature Corrections
  - Proper conductor selection ( insulation, temperature rating, application)
  - Pull Box Sizing – Straight Pulls
  - Pull Box Sizing – Angle or U Pulls
- Calculations:
  - Conduit sizing with multiple conductor sizes
  - Derating of conductors
  - Derating for temperatures
  - Branch Circuit Sizing and Protection
  - Multiple Solar Panels (Series and Parallel Connected)
- Provide at least 2 calculations for each of the above required calculations. Suggest at least one be performed by instructor and one be performed by class members. Utilize in some cases non industry daily standards by substituting either “TW” insulation for “THWN” or aluminum for copper. Utilize conduit tables of different types of conduits relative to conduit fill. Mix conductor sizes for calculating conduit fill.

### **Notes to Providers and Instrutors:**

Perform multiple calculations for the areas indicated above, and be sure to make the class participate.

All of the above NEC Chapters are to be instructed and comparisons made to those articles as referenced or indicated in Article 690 of the NEC.

### **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  
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[occprotrades@ct.gov](mailto:occprotrades@ct.gov)

Agency Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)