

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))

ALL SUBMITTALS MUST BE SUBMITTED NO LATER THAN OCTOBER 13, 2016

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

School Name: _____ Website: _____

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

“2017 LICENSE RENEWAL YEAR”

LICENSE TYPES: E-1, E-2, E-9, 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 3 individual copies of their curriculum, each 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 13, 2016**.
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 a “3 ring properly and orderly indexed/tabbed binder”, will be automatically rejected.**
 - Application (must be completely filled out)
 - Certificates of Insurance – (Verify and check effective dates)
 - 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 “**2017 Renewal Year**”)
 - **Current** 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 shall be bound and distributed to each attendee which must include laws and standards, safety, power point presentations, and applicable calculations)

4. All license holders attending classes **shall be required** to bring their copy of the 2014 National Electrical Code as well as a functioning calculator to class. Attendees who do not have a copy of the 2014 National Electrical Code and a functioning calculator shall not be admitted into the class. **(Electronic versions of the 2014 National Electrical Code are acceptable subject to individual "Provider" approval and provided that it is viewed on a IPAD, Notebook or Laptop only. Cellphone viewing is not an acceptable device.**
5. **"Providers" shall not offer any continuing education classes on the premises of any licensed contractor employer.**
6. **"Providers" who desire to "add" any training locations that have not been previously approved to their schedules, must submit for approval, such locations to the Commissioner of Consumer Protection and the Electrical Work Examining Board at least 60 days prior to the intended date of usage.**
7. **"Providers" shall make accommodations for those attendees with special needs or other disabilities in accordance with ADA requirements.**
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. Attendance sheets are to be kept in "Providers" files for four (4) years with other continued education documents for future reference.
9. **Certificates of course completion shall not be distributed to any attendee until the very end of the class, at which time the person whom is named on the certificate must be present and have attended all of the prescribed hours of the class before the certificate is issued to such person. No certificates shall be issued to any person who is not in attendance at the end of the class.**
10. 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.**
11. Providers must comply with the State of Connecticut, Regulation of the Department of Consumer Protection Concerning Continuing Education for Electricians, Sec 20-334d-1.

12. After receiving course pre-approval and prior to holding the first class, each provider shall submit to the Department of Consumer Protection a copy of the **bound attendee handout book, and an electronic CD copy of their entire provider application inclusive of the attendee handout book for the Departments files. Providers can at this time retrieve in person from the Boards recording secretary those binder copies of the original submittal that the department no longer wishes to maintain. All copies of binders no longer needed by the department may be discarded at the departments discretion 30 days after receipt of the above referenced electronic CD. Thumb drives/memory sticks are not acceptable.**

13. When all of the above conditions are meet, the provider will receive a notification letter **or email** indicating that their program has been **fully** approved. Without receipt of this **written** notification, you **shall** 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 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)

PROVIDERS ARE NOT PERMITTED TO COLLECT, PROCESS OR DELIVER THIS INFORMATION TO THE ADDRESS BELOW

Date: _____ Student Email Address: _____ Phone: _____

Student Name: _____

School Name: _____ Course Name: _____

Location of Class: _____ Time: _____ Date: _____

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 / FACILITY	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
18. Accommodations of Facility	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

2017 Continuing Education for Electricians

(FOR ALL ELECTRICAL LICENSE HOLDERS)

PART I – Connecticut General Statutes and Safety (1/2 HOUR Instructional Time)

Connecticut General Statutes:

(Include the following Connecticut General Statutes in all course handouts to attendees and reference that this is for their future use. Also make “reference only” to the proposed “2016 Connecticut State Building Code”)

- Sec 20-340 Exemptions from licensing requirements
- Sec 20-332-15a Employment of apprentices
- Sec 20-332-15-a(f) How to register an apprentice
- Sec 20-332-16 Prohibited acts. Records. Lettering
- Sec 20-335 License fee. Continuing education requirements. Expiration and renewal
- 20-338a Work required to be performed by licensed persons
- Sec 20-338b Building permit applications. Who may sign
- Sec 20-338c Work not to commence until permit is obtained
- Sec 20-340 Exemptions from licensing requirements
- Sec 20-341 Penalties for violations
-

******NEWLY ADDED ******

- **Below is the proposed “2016 Connecticut State Building Code” which has an intended effective date of October 1, 2016. Please refer to the State Building Officials Website for updates. All of these codes are applicable to all license holders relative to each particular project. The State Building Officials website address is: www.ct.gov/dcs/cwp**
-

PROPOSED

“2016 CONNECTICUT STATE BUILDING CODE”

- **2012 International Building Code:**
 - **Section 102 Applicability**
 - **Section 105 Permits**
 - **Section 109 Inspections**
 - **Section 114 Violations**
- **2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities**
- **2012 International Existing Building Code**
- **2012 International Plumbing Code**
- **2012 International Mechanical Code**
- **2012 International Energy Conservation Code**
- **2014 National Electrical Code**
- **2012 International Residential Code**
- **2016 Amendments to Connecticut State Building Code**

Safety: (Include in bound handout for attendee future reference of the material below)

Referencing NFPA 70E, and the appropriate charts for categorizing Hazards/Risk [Table 130.7(C)(15)(a)] and the appropriate Protective Clothing and PPE [Table 130.7(C)(16)].

Include information (tool box type talk sheets) regarding proper usage and need for Personal Protective Equipment as it relates to the following items: Head protection, Hearing Protection, Eye and Face Protection, Respiratory Protection, Safety Belts, Harnesses, Lifelines , Lanyards **and proper hydration. Refer to OSHA website, www.osha.gov for additional information.**

SPECIAL NOTICE: Always confirm that any OSHA classes are authorized by the OSHA Outreach Center. Some offered classes may not be authorized and therefore credits would not be recognized.

PART II – 2014 NEC CODE CHANGES – CHAPTERS 2&3 (3-1/2 HOURS Instructional Time)

- **Repeat and** compare all changes in these chapters as they relate to the 2011 National Electrical Code. **(This was recommended by many providers, as more time was needed)**
- Instructors are to utilize at least one of the three references listed below to perform the above comparisons:
 - Analysis of Changes NEC – 2014 International Association of Electrical Inspectors
 - Significant Changes to the 2014 NEC – National Joint Apprenticeship and Training Committee
 - Stallcup’s Illustrated Code Changes 2014 – James Stallcup, Sr. and James Stallcup, Jr.

(NOTE: Students are NOT required to purchase these books)

- **For Providers only offering classes to limited license holders, a discretionary part of the above 3-1/2 hours’ time, may be allotted to industry specifics for the particular type of limited license.**

SEND ALL SUBMITTAL INFORMATION TO:

Richard M. Hurlburt Director
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