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 CONTINUING EDUCATION PROVIDERS

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

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	☐	
2	Copy of text and/or related teaching materials	☐	
3	Copy of certificates to be issued **	☐	
4	Copy of all proposed advertising and publicity	☐	
5	Names, addresses, and qualifications or resumes of all instructors to be used	☐	
6	Policy regarding tuition, related costs, cancellation and refund	☐	
7	Locations of all classrooms	☐	
8	Fire Marshal form for each classroom location	☐	

Remarks: _____

Name(s) of Authorized School Representative: _____

_____ _____

Signature of Authorized School Representative ***Date***

INSTRUCTIONS TO
"PROVIDERS" OFFERING

CONTINUING EDUCATION

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 Board no later than **September 30 of each prior year.**
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 – sample required)
   - 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 Code as well as a functioning calculator.

6. 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.

7. **"Providers" shall not offer any continuing education classes on the premises of any employer.**

8. "Providers" may make accommodations for those attendees with special needs or other disabilities.

9. "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.

* **Licensing course approval shall be effective one license renewal period or portion there of 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.**

The Department of Consumer Protection has 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.

Effective immediately, at the completion of all "approved" continuing education courses, all schools **must provide** PSI an electronic file for each of your students.

Please be advised, as an Approved Provider, this is a requirement. You MUST provide this information within 10 days from the continuing education instruction day.

All correspondence and technical support should be initiated with an email sent to schoolsupport@psionline.com. Your email should clearly state your provider name, and the name and phone number of who to contact, and the nature of the problem. PSI technical support will promptly respond to you through an email reply or phone call if necessary. The site is currently available for you to use to practice uploading sample files.

To access the site please follow these steps.

1. Go to http://schools.psiexams.com

2. Log in using the following information:

   ACCOUNT ID:
   LOGIN NAME:
   PASSWORD:

Note: This information is unique to your school and must be kept secure. Please contact PSI immediately if this information is compromised and needs to be changed.

3. After logging in you will be able to upload your tab-delimited file of candidates or enter individual candidate information one by one. A detailed description of how to do this is available at http://schools.psiexams.com/information.jsp

Connecticut Department of Consumer Protection
Occupational and Professional Licensing Division
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