

# 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 SEPTEMBER 4, 2015**

**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

### “2016 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 **September 4, 2015**.
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
  - 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 “**2016 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 are acceptable subject to individual "Provider" approval)

5. **"Providers" shall not offer any continuing education classes on the premises of any 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" 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. 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 and attendee handout book for the Departments files.
13. When all of the above conditions are meet, the provider will receive a notification letter indicating that their program has been approved. Without receipt of this notification 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: \_\_\_\_\_

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

# **2016 Continuing Education for Electricians**

**(FOR ALL ELECTRICAL LICENSE HOLDERS)**

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

## **Connecticut General Statutes:**

**(Include the following Connecticut General Statutes in all course handouts to attendees and review each statute in their entirety.)**

- **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**

## **Safety:**

**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)], explain and discuss how to read and apply these tables to various job conditions.**

**Review 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 and Lanyards**

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

- **Review and compare all changes in these chapters as they relate to the 2011 National Electrical Code.**
- **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)**

**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](mailto:occprotrades@ct.gov)  
Agency Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

**END**