



CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

MICHELLE H. SEAGULL | COMMISSIONER

CONTINUING EDUCATION FOR ELECTRICIANS AND PLUMBERS

VIRTUAL-LIVE-INTERACTIVE CLASSROOM RULES

1. An approved provider requesting approval for an online classroom for Continuing Education for Electricians and or Plumbers must submit a written request to the Department of Consumer Protection for approval.
2. Such written request shall be on the approved provider's business stationery and include the approved providers DCP identification number, name of the program or programs that the approved provider intends to use to deliver electronically this online virtual-live-interactive class. Additionally, the approved provider must also certify that they will conform to all conditions as listed below in items #4 - #14 inclusively and list such in the request for approval. Request may be submitted by email.
3. No classes shall be scheduled or conducted until such time that the approved provider receives a notice of approval from the Department.
4. Curriculum for these classes shall be that which is currently approved for electricians for the 2020 renewal year and for plumbers for the 2020 and 2021 renewal years.
5. On line Virtual-Live-Interactive programs must meet the following criteria:
 - a. Capability to be interactive between students and instructor.
 - b. Capability of recording date, start and end time of class.
 - c. Capability of using a webcam or personal photograph online during the presentation.
 - d. Capability to poll students at various times during class to confirm attendance and participation. A minimum of 1 poll per hour is required of the instructor.
 - e. Must have electronic attendance tracker that records and logs in and out times for students.

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- f. Instructor shall have capability to “whiteboard” or draw freely and show that to the class.
 - g. Must allow students access to print all course reference materials before and during the training.
 - h. Must have chat capability.
 - i. Must be able to record and save each class for future reference or history. Approved provider to retain such records for 4 years.
 - j. Must have instructor screen sharing capability.
 - k. Must have capability to print attendance roster for reporting to PSI or other party as designated by the Commissioner.
6. Original Certificates of Completion shall be mailed to students. No emailed certificates allowed.
 7. Class sizes shall be limited to a maximum of 25 students per class.
 8. Approved provider shall include DCP.OccSchool@ct.gov as an invited attendee email address for review by the Commissioner or designee for each class scheduled.
 9. A list of all class dates and times shall be provided to the Commissioner at least two weeks prior to the classes.
 10. Participants are not permitted to use cell phones during class time except in an emergency.
 11. Approved providers must advertise that participants are not permitted to use cell phones for this virtual-live interactive program because of the limited screen sizes. Only desktop, laptop and computer notebooks or tablets are permitted.
 12. Approved providers are required to have each participant prior to the class start to display a driver’s license with photo id and their occupational license for confirmation of the attendee.
 13. Approved providers shall be available at least 30 minutes before class starts so that student (license holder) may contact the instructor with any technical problems of accessing the program. Approved provider shall issue contact information of the instructor to each student.
 14. Special Note regarding license and photo ID.
Some Approved School provider instructors may have students (licensee’s) that may be uncomfortable holding up their license for all to see, school instructors may allow them to email the license and photo ID ahead of time to the School provider. If the approved provider does not collect the IDs in this way, they are required to write and sign an

attestation that they reviewed the photo identifications of all students showing such during beginning of class to confirm identity. They keep that attestation as part of their record retention along with any that were emailed prior to class.