

APPLICATION INSTRUCTIONS FOR CONTINUING EDUCATION PROVIDERS FOR ELECTRICIANS

2023 LICENSE RENEWAL YEAR

UNLIMITED LICENSE TYPES: E-1, E-2, E-4, E-5, E-9

A Special Meeting was held on May 13, 2022 for all Providers to attend relative to the new electronic system used to upload all continued education submittal information. The following link is a copy of the recording of that meeting for any provider that was not able to attend, or for any provider that would like to refresh their understanding of the new submittal process. The link is: [CE Provider Online Submission Procedures-20220513 130414 Meeting Recording - YouTube](#)

- Providers should submit their completed applications as soon as possible so that review and approvals (allow 2 weeks) can be completed by June 15th so that compliance with PA 21-37 (which requires licensee to complete their continued education 90 days prior to renewal) can be obtained by the licensee.
- Each of the following documents shall be uploaded electronically.
 - Certificates of Insurance – (Verify the effective dates)
 - 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 “**2023 Renewal Year**”) Certificates to students shall be on official school stationary showing: school name, school code, name of licensee, license number and type (verified against license or www.elicense.ct.gov), name of course, number of classroom hours, date and location of course.
 - Current Fire Marshal 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, occupational license numbers and resumes for 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)
 - Teaching aids (Copy of any teaching aids such as Power Point, etc.)
 - Handout (Copy of bound handout to be distributed to each attendee, which includes laws and standards, safety, power point presentations and applicable calculations) Materials unrelated to the course content and advertisements shall not be included in course handouts or otherwise provided during the course.
- Course offerings for one licensed type and category may not be combined or taught with curriculum for other license types and categories. For example, a course may not be designated as being for E-1 and C-5, or PV-2 and L-2. Each license type and category is a separate class.
- All license holders attending classes **shall be required** to bring their copy of the **2020** National Electrical Code to class. Attendees shall also bring a functioning calculator. Electronic versions of the **2020** National Electrical Code are acceptable subject to

individual Provider approval. **Providers shall include the following in all course advertisements:**

- - *Requirement to bring a copy of the **2020** National Electrical Code to class;*
 - *Provider policy on viewing the **2020** National Electrical Code on an electronic device during the course (cell phones will not be acceptable); and*
 - *Policy for any other materials or devices required to bring to the course.*
- Providers who desire to add any training locations or add any instructors that have not been previously approved to their schedules must submit an application for approval at least **60 days** prior to the intended date of usage.
- 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 time an attendee leaves the room during such course. Providers must retain copies of attendance sheets for four (4) years after each course.
- 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.
- At the completion of each course, Providers must provide PSI Examination Services (“PSI”) an electronic file for each of their students. Such electronic file shall comply with all of the data fields required by PSI in the template mandated by PSI. **All reports must be transmitted to PSI within 14 calendar days of each completed course.**
- After receiving course 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 booklet.**
- Once the application is processed and approved, the Provider will receive written confirmation that their course(s) have been fully approved. Without receipt of the written notification, a Provider shall not conduct or advertise for such courses.
- Evaluation forms will now be submitted online. Please share the link with your students so that they can complete and submit online. (See Page 4)
- **IMPORTANT NOTICE:** Please be advised of the following changes to Continuing Education requirements which all approved providers will need to adhere to. These changes are incorporated in HB5330, PA 22-104, Section 42. The following is a link to PA 22-104 for your reference. <https://www.cga.ct.gov/2022/act/Pa/pdf/2022PA-00104-R00HB-05330-PA.PDF>
 - In person class size will be limited to 50 attendees
 - Online classes will be limited to 25 attendees
 - No Classes will be offered or held at a contractor's place of business
 - Providers shall retain an audio-visual recording of each class for a period of 30 days after the class and make such recording available to the department upon request.

**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 Name & Signature _____ Date _____

City or Town

Please Note: A fire marshal inspection is valid for one year from the date of the last inspection.

EVALUATION FORMS:

The procedure for submitting the evaluation form for electrical continuing education courses has been moved to an online format. Please access the following link to complete and submit the form:

<https://portal.ct.gov/ELCeval>

2023 Continuing Education for Electricians

CURRICULUM OUTLINE

(FOR ALL UNLIMITED ELECTRICAL LICENSE HOLDERS)

PART I – Connecticut General Statutes

(1/2 Hour To Inform/Quick Review Attendees Material in Handout)

Connecticut General Statutes & Regulations:

Include the following Connecticut General Statutes and Regulations in all course handouts to attendees for their future reference. (Classroom review not required.)

- Sec 20-340 Exemptions from licensing requirements
- Sec 20-332b, Sec 20-332c Hiring ratios re apprentices, journeymen and contractors (See Exhibit A below)
- 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 permits 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

NEW LEGISLATION: PA 22-104: Please review Section 37 and Section 42 with each class. The following is a link to that Public Act.

<https://www.cga.ct.gov/2022/act/Pa/pdf/2022PA-00104-R00HB-05330-PA.PDF>

Sec. 20-332b. Hiring ratios re apprentices, journeymen and contractors. Electrical, plumbing, heating, piping and cooling, sprinkler fitter and sheet metal work. Regulations. The Commissioner of Consumer Protection shall amend existing regulations of Connecticut state agencies adopted pursuant to section 20-332 to specify the following allowable hiring ratios regarding apprentices, journeymen and contractors for the following trades:

TRADE

Electrical, Plumbing, Heating, Piping and Cooling,
Sprinkler Fitter and Sheet Metal Work

Apprentices	Licensees (Journeyman or Contractors)
1	1
2	2
3	3
4	6
5	9
6	12
7	15
8	18
9	21
10	24

Ratio continues at 3 Journeypersons
To 1 Apprentice

Sec. 20-332c. Apprentice, journeymen and contractor working group established. Membership. Report. (a) There is established a working group to discuss hiring ratios for apprentices, journeymen and contractors and study the hiring ratio relief process. The working group shall meet at least three times annually and shall study and make recommendations related to apprentices, journeymen and contractors.

(b) The working group shall consist of ten members, and shall be evenly divided between members of the following union and nonunion industry trade groups: The International Brotherhood of Electrical Workers, the Independent Electrical Contractors of New England, the Associated Builders and Contractors of Connecticut, Sheet Metal Local 40, Sprinkler Fitters Local 669, the Connecticut Chapter of American Fire Sprinkler Association, the United Association of Plumbers and Pipefitters Local 777, the Plumbing Heating and Cooling Contractors of Connecticut, the Connecticut Heating and Cooling Contractors and the Connecticut State Building and Construction Trades Council. Each union industry trade group member shall be either the business manager of such group or such business manager's designee from such group. Each nonunion industry trade group member shall be either the president of such group or such president's designee from such group.

(c) Such members shall be selected as follows:

- (1) Two union members appointed by the speaker of the House of Representatives;
- (2) Two union members appointed by the president pro tempore of the Senate;

- (3) One nonunion member appointed by the majority leader of the House of Representatives;
- (4) One union member appointed by the majority leader of the Senate;
- (5) Two nonunion members appointed by the minority leader of the House of Representatives;
and
- (6) Two nonunion members appointed by the minority leader of the Senate.
- (d) All appointing authorities shall consult with the chairpersons and ranking members of the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection prior to making any appointments pursuant to this section.
- (e) All appointments to the working group shall be made not later than thirty days after the effective date of this section. Any vacancy shall be filled by the appointing authority.
- (f) The members of the working group shall select the chairpersons of the working group from among the members of the group. One chairperson shall be a union member and one chairperson shall be a nonunion member. Such chairpersons shall schedule the first meeting of the working group.
- (g) The administrative staff of the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection shall serve as administrative staff of the working group.
- (h) Not later than December 1, 2017, and annually thereafter, the working group shall submit a report on its recommendations to the joint standing committee of the General Assembly having cognizance of matters relating to the Department of Consumer Protection, in accordance with the provisions of section 11-4a.

2022 Connecticut State Building Code: *(Include in all course handouts to attendees for their future use and review with class.)*

Building and Fire Code Adoption Process

State Building, Fire Safety and Fire Prevention Codes Update

The **Department of Administrative Services**, **Office of the State Building Inspector** and **Office of the State Fire Marshal**, in conjunction with the **Codes & Standards Committee** and the **Fire Prevention Code Advisory Committee**, intend to adopt the following new codes, effective October 1, 2022:

- 2022 Connecticut State Building Code (CSBC)
- 2022 Connecticut State Fire Safety Code (CSFSC)
- 2022 Connecticut State Fire Prevention Code (CSFPC)

In accordance with the requirements of sections **29-252b**, **29-292a** and **29-291e** of the Connecticut General Statutes, the agency accepted comments from the public for a period of forty-five (45) days, beginning January 31, 2022 through the close of business March 17, 2022.

The comments received are now being considered for incorporation into the draft codes ahead of their submission of legislative review.

Draft 2022 State Codes

- The public comment drafts of the three proposed codes are available under [Documents/Forms](#)
- The legislative approval drafts of the three proposed codes are being prepared.

Proposed Model Codes:

The following codes are proposed to be adopted into the next state codes:

- 2021 International Building Code (IBC) by the ICC
- 2021 International Existing Building Code (IEBC) by the ICC
- 2021 International Energy Conservation Code (IECC) by the ICC
- 2021 International Mechanical Code (IMC) by the ICC
- 2021 International Plumbing Code (IPC) by the ICC
- 2021 International Residential Code (IRC) by the ICC
- 2021 International Swimming Pool & Spa Code (ISPSC) by the ICC
- 2020 NFPA 70 National Electrical Code (NEC) by NFPA
- 2017 ICC A117.1 Accessible and Usable Buildings and Facilities by the ICC
- 2021 International Fire Code (IFC) by the ICC
- 2021 NFPA 101 - Life Safety Code by the NFPA
- 2021 NFPA 1 - Fire Code by the NFPA

The model codes are viewable on their publisher's web sites:

- [International Code Council \(ICC\) Codes](#)
- [National Fire Protection Association \(NFPA\) Codes](#)

<https://portal.ct.gov/DAS/Office-of-State-Building-Inspector/Building-and-Fire-Code-Adoption-Process/Documents>

NOTE: Always refer to the State Building Officials website indicated above for all of the most currently adopted codes and “AMENDMENTS” to the codes.

PART II – Safety

(1/2 Hour To Review With Class And Inform Attendees Material in Handout)

(Please review with the class the top 10 OSHA Violations for 2021)

The chart below gives OSHA's preliminary data alongside the final data from FY 2020.

See recent results here: [2020](#) | [2019](#) | [2018](#)

OSHA Standard	FY 2021 Preliminary Data	Previous Year's Data
1. Fall Protection – General Requirements (1926.501) OSHA Fall Protection Defense Guide Construction Fall Protection Standards	5,271 Violations	No. 1 with 5,424 Violations
2. Respiratory Protection (1910.134) Selecting and Using Particulate Respirators Starting a Respiratory Protection Program	2,521 Violations	No. 3 with 2,649 Violations
3. Ladders (1926.1053) Are Your Ladders Compliant? Ladder Safety Tips	2,018 Violations	No. 5 with 2,129 Violations
4. Scaffolding (1926.451) OSHA Scaffolding Requirements for Construction and General Industry	1,943 Violations	No. 4 with 2,538 Violations
5. Hazard Communication (1910.1200) OSHA's Revised Hazard Communication Standard	1,939 Violations	No. 2 with 3,199 Violations
6. Lockout/Tagout (1910.147) When Does the Lockout/Tagout Standard Apply?	1,670 Violations	No. 6 with 2,065 Violations
7. Fall Protection – Training Requirements (1926.503)	1,660 Violations	No. 8 with 1,621 Violations

ANSI/ASSP Z359: Fall Protection Standards System		
8. Personal Protective and Life Saving Equipment – Eye and Face Protection (1926.102) PPE Requirements: Eye and Face Protection	1,451 Violations	No. 9 with 1,369 Violations
9. Powered Industrial Trucks (1910.178) Forklift Safety Training Guide	1,404 Violations	No. 7 with 1,932 Violations
10. Machine Guarding (1910.212) OSHA Requirements: Machine Guarding	1,105 Violations	No. 10 with 1,313 Violations

The information contained in this article is intended for general information purposes only and is based on information available as of the initial date of publication. No representation is made that the information or references are complete or remain current. This article is not a substitute for review of current applicable government regulations, industry standards, or other standards specific to your business and/or activities and should not be construed as legal advice or opinion. Readers with specific questions should refer to the applicable standards or consult with an attorney.

PART III - 2020 National Electrical Code **(3 Hours Instructional Time)**

- Review symbols to be used for identifying changes from the previous code edition.
- Review arrangement of the code book.
- Review all of the changes from the 2017 to the 2020 National Electrical Code in Chapters 1-3.

END