

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
 450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103
 Telephone: (860) 713-6135 Fax: (860) 713-7230

APPLICATION FOR OCCUPATIONAL TRADES CONTINUING EDUCATION PROVIDERS

RENEWAL APPLICATIONS MUST BE RECEIVED BY NOVEMBER 2, 2018
NEW COURSE PROVIDER APPLICATIONS SHALL BE REVIEWED ON A ROLLING BASIS

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

School Name: _____ Website: _____

Address: _____

Telephone: _____ Fax No: _____

Contact Name(s): _____

Email Address: _____

Course Name: _____

License Types Covered: _____

The application for each course must include the following:
(See Instructions page for full submission requirements and instructions)

		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	Dates, hours and locations of all classes	<input type="checkbox"/>	
8	Fire Marshal approval certificate for each classroom location	<input type="checkbox"/>	

Name of Authorized School Representative: _____

 Signature of Authorized School Representative

 Date

* 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, and number of classroom hours. Verified certificate information shall be transmitted by the course provider to PSI Examination Services within fourteen (14) calendar days of course completion.

APPLICATION INSTRUCTIONS FOR CONTINUING EDUCATION PROVIDERS FOR ELECTRICIANS

2019 LICENSE RENEWAL YEAR

LICENSE TYPES: C-5, C-6, C-7, C-8, L-1, L-2, L-5, L-6, PV1, PV2, T-1, T-2

Note: Course offered for one license type and category cannot be combined with other license types and categories. For example a single course could not be designated as being for E-1 and C-5.

1. Each continuing education provider for electricians (“Provider”) shall submit three (3) individual copies of their curriculum, each in a three (3) ring properly and orderly indexed/tabbed binder to the Occupational & Professional Licensing Division, 450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103. The Department may dispose of the application binders and hard copies upon acceptance or rejection of the application.
2. Each binder shall be indexed/tabbed in the following order and contain the appropriate material in that indexed/tabbed section.
 - Application (must be completely filled out)
 - Certificates of Insurance – (Verify the effective dates)
 - CT Sales Tax Certificate (Issued by the CT Dept. of Revenue Services)
 - 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 **“2019 Renewal Year”**)
 - 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, 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)
Materials unrelated to the course content and advertisements shall not be included in course handouts or otherwise provided during the course.
3. All license holders attending classes **shall be required** to bring their copy of the 2017 National Electrical Code to class. Attendees should also bring a functioning calculator. Electronic versions of the 2017 National Electrical Code are acceptable subject to individual Provider approval. **Providers should include the following in all course advertisements:**
 - *Requirement to bring a copy of the 2017 National Electrical Code to class;*

- *Provider policy on viewing the 2017 National Electrical Code on an electronic device during the course; and*
 - *Policy for any other materials or devices required to bring to the course.*
4. 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.
 5. 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.
 6. 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.
 7. 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.**
 8. 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 book, and a CD or flash drive containing a copy of their entire Provider application inclusive of the attendee handout book.**
 9. Once the application is processed, the Provider will receive written confirmation that their course(s) has been fully approved. Without receipt of this written notification, a Provider shall not conduct or advertise for such courses.

SEND ALL SUBMITTAL INFORMATION TO:

Richard M. Hurlburt, Director
Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Suite 901
Hartford, CT 06103
Phone: 860-713-6135
FAX: 860-713-7230
DCP.OccupationalProfessional@ct.gov

**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.

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

Date: _____ Email Address: _____ Phone: _____

Student Name: _____

School Name: _____ Course Name: _____

Location of Class: _____ Time: _____ Course Date: _____

Each instructor shall be evaluated by the students at the end of the course. Please rate your instructor and course in the following categories. Circle your choices.

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
 450 Columbus Boulevard, Suite 901
 Hartford, Connecticut 06103
 (860) 713-6135

2019 Continuing Education Course Curriculum Requirements
For All Limited Electrical License Holders

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

Connecticut General Statutes & Regulations:

Include the following Connecticut General Statutes and Regulations in all course handouts to attendees. Review in-class each item marked with an asterisk (*) below.

- Sec 20-340 Exemptions from licensing requirements
- Sec 20-332b Hiring ratios re apprentices, journeymen and contractors *
- 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

Ratio of apprentices to licensed tradesperson:

- Review 2017 changes to apprenticeship ratios pursuant to Public Act 17-76, and reference attached ratio chart (include in handout booklet).
- Review and discuss the attached “Ratio Relief Form” for additional apprentices when additional licensed tradesperson’s cannot be hired.

2018 Connecticut State Building Code:

The following 2018 State Building Codes are applicable to all license holders relative to each particular project. Always refer to the State Building Official’s website for all amendments to the codes. The State Building Official’s website is:

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

- 2015 International Building Code
- 2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities
- 2015 International Existing Building Code
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2015 International Energy Conservation Code
- 2017 NFPA 70, National Electrical Code, of the National Fire Protection Association Inc.

- 2015 International Residential Code of the International Code Council, Inc.
- 2018 Amendments to the Connecticut State Building Code

Safety: Include materials in bound handout

Reference 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 in handout and discuss 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.

Review and discuss Silica Standards and Confined Spaces with each class. Please refer to the OSHA website, www.osha.gov, for additional information.

PART II – 2017 NEC CODE CHANGES

(3 1/2 Hours Instructional Time)

For All Limited Licenses Types

Instructor must review the following subjects:

- Section 90 – Code Arrangement
- Chapter 1 – General, Articles 100-110 (Sections applicable to Limited License category)
- Chapter 2 – Wiring and Protection, Articles 210-285 (Sections applicable to Limited License category)
- Chapter 3 – Wiring Methods, Articles 300-399 (Sections applicable to Limited License category)

Compare all changes in these chapters as they relate to the 2014 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 – 2017 International Association of Electrical Inspectors
- Significant Changes to the 2017 NEC – National Joint Apprenticeship and Training Committee
- Stallcup’s Illustrated Code Changes 2017 – James Stallcup, Sr. and James Stallcup, Jr.

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

For C5, C6, C7, C8, L1, L2, L5, L6, PV1, PV2, T1, T2 Limited Licenses: Provider shall provide additional technical curriculum as it relates directly to license category.