

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

ALL 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, number of classroom hours, date and location of course. Verified certificate information shall be transmitted by the course provider to PSI Examination Services within fourteen (14) calendar days of course completion. Course providers shall be subject to continuing education requirements set forth in the Regulations of Connecticut State Agencies Section 20-334d-1.

APPLICATION INSTRUCTIONS FOR CONTINUING EDUCATION PROVIDERS FOR ELECTRICIANS

2022 LICENSE RENEWAL YEAR

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

1. Each continuing education provider for electricians ("Provider") shall submit two (2) thumb drives containing their complete submittal for review and approval. Each thumb drive shall be identified with the providers name clearly and permanently indicated on the exterior of the thumb drive. All submittals shall be sent to the Occupational & Professional Licensing Division, 450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103.
2. Each thumb drive shall be indexed/tapped in the following order and contain the appropriate required material in that indexed/tapped section.
 - Application (must be completely filled out)
 - 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 **"2022 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, 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.
3. 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.
4. All license holders attending classes **shall be required** to bring their copy of the 2017 National Electrical Code to class. Attendees shall also bring a functioning calculator. Electronic versions of the 2017 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 2017 National Electrical Code to class;*
 - *Provider policy on viewing the 2017 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.*
5. 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.
 6. 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.
 7. 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.
 8. 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.**
 9. 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.**
 10. 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.

SEND ALL SUBMITTALS TO:

Connecticut Department of Consumer Protection
Occupational and Professional Licensing Division
450 Columbus Boulevard, Hartford, CT 06103
DCP.OccSchool DCP.OccSchool@ct.gov
Phone: 860-713-6135
Web address: www.ct.gov/dcp

**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
19. Was the class physically attended or virtually on line _____virtual _____physically in person				
20. If Virtual on line, was the internet connection maintain for the duration of class Yes No				
21. If connection not maintained, estimate percentage of class time to reestablish _____				
22. Is your preference to take the class _____ virtually on line or _____ physically in person?				
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

2022 Continuing Education for Electricians

WARNING: The contents of the following curriculum outline shall not be copied in whole or in part for any purpose other than to be used in this program. The developer of this program takes no responsibility for any typographical, technical or power point errors should they exist.

CURRICULUM OUTLINE

(FOR ALL UNLIMITED ELECTRICAL LICENSE HOLDERS)

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

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 OR CHANGED REGULATIONS – (TO BE REVIEWED WITH EACH CLASS)

- PA 21-37 – IN PART – SEE BELOW
- PA 21-154 – SEE BELOW



Substitute House Bill No. 6100

Public Act No. 21-37

***AN ACT CONCERNING DEPARTMENT OF CONSUMER PROTECTION
LICENSING AND ENFORCEMENT, ANTITRUST ISSUES AND THE
PALLIATIVE USE OF MARIJUANA AND REVISIONS TO THE LIQUOR
CONTROL ACT.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Sec. 16. Section 21a-10 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

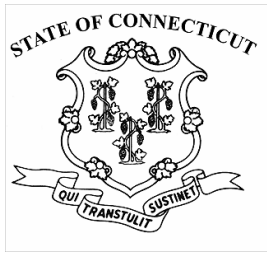
- (a) The Commissioner of Consumer Protection may establish, combine or abolish divisions, sections or other units within the Department of Consumer Protection and allocate powers, duties and functions among such units, but no function vested by statute in any officer, division, board, agency or other unit within the department shall be removed from the jurisdiction of such officer, division, board, agency or other unit under the provisions of this section.
- (b) The Commissioner of Consumer Protection shall adopt regulations, in accordance with chapter 54, to designate a staggered schedule for the renewal of all licenses, certificates, registrations and permits issued by said department. If such designation of a staggered schedule results in the expiration of any license, certificate, registration or permit for a period of less than or more than one year, said commissioner may charge a prorated amount for such license, certificate, registration or permit. For any new license, certificate, registration or permit that is issued and for any guaranty fund fee that is imposed on or after January 1, 1995,

the commissioner may charge a one-time prorated amount for such newly issued license, certificate, registration, permit or guaranty fund fee.

(c) For any Department of Consumer Protection license, certificate, registration or permit that requires the holder to complete continuing education requirements, the continuing education requirements shall be completed within the annual or biannual period that begins and ends three months prior to the renewal date for the applicable license, certificate, registration or permit, except for licenses issued pursuant to chapter 400j.

Sec. 23. (NEW) (*Effective January 1, 2022*) (a) No contract to perform work on a private residence, as defined in section 20-419 of the general statutes, by a contractor licensed pursuant to chapter 393 of the general statutes or any person who owns or controls a business engaged to provide the work or services licensed under the provisions of said chapter by persons licensed for such work, shall be valid or enforceable against an owner, as defined in section 20-419 of the general statutes, unless it: (1) Is in writing; (2) is signed by the owner and the contractor or business; (3) contains the entire agreement between the owner and the contractor or business; (4) contains the date of the transaction; (5) contains the name and address of the contractor and the contractor's license number or, in the case of a business, the name of the business owner, partner or limited liability member and the phone number and address of the business, partnership or limited liability company; (6) contains the name and license number of any licensees performing the work, provided the name and the license number of a licensee may be amended in writing during the term of the contract; (7) contains a notice of the owner's cancellation rights in accordance with the provisions of chapter 740 of the general statutes; and (8) contains a starting date and completion date.

(b) Each change in the terms and conditions of a contract specified in subsection (a) of this section shall be in writing and shall be signed by the owner and contractor or business, except that the commissioner may, by regulations adopted pursuant to chapter 54 of the general statutes, dispense with the necessity for complying with such requirement.



House Bill No. 6378

Public Act No. 21-154

AN ACT CODIFYING PREVAILING WAGE CONTRACT RATES.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (d) of section 31-53 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(d) For the purpose of predetermining the prevailing rate of wage on an hourly basis and the amount of payment, ~~or~~ contributions and member benefits paid or payable on behalf of each person to any employee welfare fund, as defined in subsection (i) of this section, in each town where such contract is to be performed, the Labor Commissioner shall ~~[(1) hold a hearing at any required time to determine the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each person to any employee welfare fund, as defined in subsection (i) of this section, upon any public work within any specified area, and shall establish classifications of skilled, semiskilled and ordinary labor, or (2)]~~ adopt the rate of wages on an hourly basis in accordance with the provisions of this section and section 31-76c and the amount of payment, contributions and member benefits, including health, pension, annuity and apprenticeship funds, as recognized by the United States Department of Labor and the Labor Commissioner paid or payable on behalf of each person to any employee welfare fund, as defined in subsection (i) of this section, as established in the collective bargaining agreements or understandings between employers or employer associations and bona fide labor organizations for the same work in the same trade or occupation in the town in which the applicable building, heavy or highway works project is being constructed. For each trade or occupation for which more than one

collective bargaining agreement is in effect for the town in which such project is being constructed, the collective bargaining agreement of historical jurisdiction shall prevail. For residential project rates and for each trade or occupation for which there is no collective bargaining agreement in effect for the town in which the building, heavy or highway works project is being constructed, the Labor Commissioner shall adopt and use such appropriate and applicable prevailing wage rate determinations as have been made by the Secretary of Labor of the United States under the provisions of the Davis-Bacon Act, as amended.

Sec. 2. Section 31-54 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

The Labor Commissioner shall [hold a hearing at any required time to] determine the prevailing rate of wages upon any highway contract within any specified area on an hourly basis and the amount of payment or contributions paid or payable on behalf of each employee to any employee welfare fund, as defined in section 31-53, as amended by this act, upon any classifications of skilled, semiskilled and ordinary labor. Said commissioner shall determine the prevailing rate of wages on an hourly basis and the amount of payment or contributions paid or payable on behalf of each employee to any employee welfare fund, as defined in section 31-53, as amended by this act, in each locality where any highway or bridge is to be constructed, and the Commissioner of Transportation shall include such rate of wage on an hourly basis and the amount of payment or contributions paid or payable on behalf of each employee to any employee welfare fund, as defined in section 31- 53, as amended by this act, or in lieu thereof, in cash as part of wages each pay day, for each classification of labor in the proposal for the contract and in the contract. The rate and the amount so established shall, at all times, be considered as the minimum rate of wage on an hourly basis and the amount of payment or contributions to an employee welfare fund, or cash in lieu thereof, for the classification for which it was established. Any contractor who pays any person at a lower rate of wage on an hourly basis or the amount of payment or contributions paid or payable on behalf of each employee to any employee welfare fund, as defined in section 31-53, as amended by this act, or where he is not obligated by any agreement to make payment or contributions to the employee welfare funds, as defined in section 31- 53, as amended by this act, and fails to pay the amount of such payment or contributions directly to the employee as a part of his wages each pay day, than that so established

for the classifications of work specified in any such contract shall be fined not more than two hundred dollars for each offense. The provisions of this section shall apply only to state highways and bridges on state highways.

Approved July 12, 2021

EXHIBIT A

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 (Journeymen 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

(P.A. 10-27, S. 1; P.A. 17-76, S. 2.)

History: P.A. 10-27 effective May 10, 2010; P.A. 17-76 amended licensee numbers corresponding to apprentice numbers 3 to 10, effective June 27, 2017.

[\(Return to Chapter](#)

[\(Return to](#)

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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.

(P.A. 17-76, S. 1.)

History: P.A. 17-76 effective June 27, 2017.

2018 Connecticut State Building Code: *(Include in all course handouts to attendees for their future use. Classroom review not required)*

All of the following 2018 State Building Codes are applicable to all license holders relative to each particular project. The State Building Official's website address is:

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

2018 CONNECTICUT STATE BUILDING CODE

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

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

Safety:

**Instructors are to utilize only the following Power Point Presentation:
"2022 CT Electrical Construction Safety Presentation".**

PART II - NEC Calculations - (3 Hours Instructional Time)

**Instructors are to utilize only the following Power Point Presentation:
"2022 CT NEC Calculation Presentation".**

END