

## **CONTINUING EDUCATION FOR ELECTRICIANS AND PLUMBERS**

### **INSTRUCTIONS AND REQUIREMENTS FOR PROVIDERS** **REQUESTING APPROVAL OF AN ONLINE** **CONTINUING EDUCATION COURSE**

Effective as of May 26, 2022

Providers of continuing education for electricians and/or plumbers may offer training via an online virtual, live, and interactive classroom. When submitting the course(s) for approval, “online” should be noted as the course location on the application. The following rules and criteria must be followed for all online courses:

1. No classes shall be scheduled or conducted until such time that the approved provider receives a notice of approval from the Commissioner.
2. Curriculum for these classes shall be that which is currently approved for electricians for the 2022 and 2023 renewal cycles, and for plumbers for the 2022-2023 renewal cycle.
3. Online 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.
  - 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. Digital “handout booklets” shall be made available to the participant at time of initial registration by the provider.

- h. Must have chat capability.
  - i. Must be able to record and save each class for future reference or history. Approved provider to retain audio-visual recording for 30 days per PA 22-104. Other records, in accordance with 20-334d-1(f) of the Regulations of State Agencies, shall be maintained 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.
4. Original Certificates of Completion shall be mailed to students within 5 business days of completing the course. No emailed certificates allowed.
  5. Class sizes shall be limited to a maximum of 25 students per class.
  6. Approved provider shall include [DCP.OccSchool@ct.gov](mailto:DCP.OccSchool@ct.gov) as an invited attendee for each class scheduled.
  7. A list of all class dates and times shall be provided to the Commissioner at least two weeks prior to the classes.
  8. Participants are not permitted to use cell phones during class time except in an emergency.
  9. 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.
  10. Approved providers are required to have each participant prior to the class start to display their occupational license and photo id for confirmation of the attendee.
  11. Approved providers shall be available at least 30 minutes before class starts so that participants may contact the instructor with any technical problems accessing the program. Approved providers shall issue contact information of the instructor to each student upon initial registration.