

# STATE OF CONNECTICUT

## DEPARTMENT OF CONSUMER PROTECTION

### Continuing Education

450 Columbus Boulevard, Suite 901, Hartford, Connecticut 06103  
dcp.continuingeducation@ct.gov

## APPLICATION FOR OCCUPATIONAL TRADES EDUCATION FOR CONTINUING EDUCATION PROVIDERS

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

School Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

Course Name: \_\_\_\_\_

Classroom Hours: \_\_\_\_\_ License Types Covered: \_\_\_\_\_

Date(s) of Course: \_\_\_\_\_

Location of Course: \_\_\_\_\_

***The application for each course must include, but not be limited to, the following:***

		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	Locations of all classrooms	<input type="checkbox"/>	
8	Fire Marshal form for each classroom location	<input type="checkbox"/>	

Remarks: \_\_\_\_\_

Name(s) of Authorized School Representative: \_\_\_\_\_

Signature of Authorized School Representative \_\_\_\_\_ Date \_\_\_\_\_

\* Licensing course approval shall be effective one license renewal period or portion thereof pertaining to such occupational trade area. New formal course filing must be made for each renewal.

\*\* Certificates to students shall be on official school stationary showing: school name, school code, name of licensee, number and type, name of course, classroom hours, and signature of the school official. Data of such shall be transmitted to collection vendor.

STATE OF CONNECTICUT  
REGULATION  
OF  
DEPARTMENT OF CONSUMER PROTECTION  
CONCERNING  
CONTINUING EDUCATION FOR  
HOME INSPECTORS

**Section 20-491-15. Schools, institutions or organizations.**

- (a) Each school, institution or organization, desirous of offering approved home inspection courses shall submit a formal filing for each course seeking approval with the Home Inspection Licensing Board.
- (b) Each school, institution or organization seeking approval of its home inspection courses shall offer to the general public at least one course required to meet the minimum qualifications. These shall include, but not be limited to, the following: A home inspection principles and practices course consisting of not less than forty classroom hours of study.

**Section 20-491-16. Course filing requirements.**

- (a) The filing for each course shall include, but not be limited to, the following: (1) A copy of the detailed course outline; (2) a copy of the instructor lecture guidelines; (3) copy of the text and related teaching materials; (4) copy of the final examination; (5) copy of any quizzes; (6) grading system; (7) a copy of affidavits and certificates to be issued by the school, institution or organization upon completion of the course other than that prescribed by the Home Inspection Licensing Board; (8) copy of all proposed advertising and publicity; (9) seminars and indoctrination attended by instructors; (10) locations of all classrooms; and (11) names and addresses of all instructors to be used; and (12) the dollar amount of tuition and other related costs.
- (b) No course of less than one (1) hour will be approved.
- (c) Correspondence courses may be permitted for continuing education credit.
- (d) Each school, institution or organization shall submit an updated course filing containing any changes from the previous offering within each two year period from original approval date.

**Section 20-491-18. Advertising guidelines.**

- (1) All advertising and written or oral statements shall avoid the use of exaggerated or unprovable claims and misrepresentations. In discussing the student's possible or potential economic future in the field of home inspection, no misleading or deceptive claims shall be made.

(2) In any advertising, no school, institution or organization shall use the wording "Approved by the Home Inspection Licensing Board," or other like wording. The following wording may be used: "This course meets the minimum requirements as set forth by the Home Inspection Licensing Board."

**Section 20-491-20. Course and location approval by the Home Inspection Licensing Board.**

(a) Each school, institution or organization conducting an approved course shall, at least ten days prior to the first scheduled session of each course, submit to the Home Inspection Licensing Board a schedule of the dates, hours, locations, tuition fees, advertising and instructors for each course to be offered. No courses shall commence, or be advertised as approved, nor shall an instructor be used in the classroom, without prior written approval of the Home Inspection Licensing Board. There shall be no change or alteration in any approved course or instructional staff without prior written notice and approval of the Home Inspection Licensing Board. Course approval may be withdrawn for failure to comply with the provisions of sections 20-491-15 through 20-491-26 of the Regulations of Connecticut State Agencies.

(b) Each school, institution or organization shall submit to the Home Inspection Licensing Board for prior approval a listing identifying all locations where courses are offered. Each course of study shall be conducted in a classroom or other facility which is adequate to implement the offering. Approved courses shall not be held on the premises of a home inspection office or home inspection franchise. No classroom location shall be approved by the Home Inspection Licensing Board until it has been approved by the local fire marshal for such use.

**Section 20-491-21. Records.**

(a) Each school, institution or organization conducting approved courses shall keep and retain complete records of student attendance, grades or evidence of completion for a period of at least three years after the completion of each course. Such records shall be available for inspection or audit by representatives of the Home Inspection Licensing Board or the department. Upon satisfactory completion of any approved course, the school, institution or organization shall furnish a certificate or affidavit, as applicable, to the student, as prescribed by the Home Inspection Licensing Board.

(b) The burden of proof of completion of each course shall be upon the licensee. Documentation of such courses shall be submitted in such manner and at such times as prescribed by the Home Inspection Licensing Board.

**Sec. 20-491-23. Course content.**

(a) The contents of pre-licensing courses or continuing education programs shall consist of current home inspection licensing laws and practices that are broad-based and essential to the role of a home inspection general practitioner as he or she acts in the best interests of the consumer. The contents shall directly relate to home inspection principles and practices as described in sections 20-491-1 to 20-491-14, inclusive, of the Regulations of Connecticut State Agencies and to any overview text on home inspection

principles and practices or to new developments in the fields for which licensees have a demonstrated need.

(b) The home inspector shall take courses consisting of at least twenty continuing education hours in each two year continuing education period. For each two year continuing education period, the following course shall be mandated: One course consisting of at least three classroom hours in current home inspection legislation, licensing laws and regulations.

(c) The Home Inspection Licensing Board shall not approve offerings in mechanical office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, sales promotions or other meetings held in conjunction with the general business of a home inspector. Generally acceptable courses may include, but shall not be limited to:

- 1) Laws and regulations pertaining to the home inspection licensing profession;
- 2) structural systems;
- 3) foundations;
- 4) interior walls, doors, ceilings and floors;
- 5) exterior walls and doors, windows and door glazing;
- 6) fireplace and chimney;
- 7) roof, roof structure and attic;
- 8) porches and decks;
- 9) mechanical systems (heating, cooling and solar work);
- 10) inspection guidelines for appliances;
- 11) inspection guidelines for cooling systems other than evaporative coolers;
- 12) inspection guidelines for evaporative coolers;
- 13) inspection guidelines for heating systems;
- 14) inspection guidelines for ducts, vents (including dryer vents) and flues;
- 15) plumbing systems (drain, waste, vent, water and gas);
- 16) inspection guidelines for plumbing systems;
- 17) electrical systems (for heat, light, power and other purposes);
- 18) telecommunications, data, low voltage systems;
- 19) service entrance and panels;
- 20) branch circuits, connected devices and fixtures;
- 21) home inspection documents, forms, contracts and warranties;
- 22) water supply (drilled wells/community water supplies);
- 23) fire protection sprinkler systems;
- 24) rodents, pests and insects; and
- 25) environmental contaminants, such as radon, asbestos, lead paint, or lead solder, and other related courses which may be acceptable to the Home Inspection Licensing Board.

(d) Courses completed prior to certification by the Home Inspection Licensing Board may not qualify for continuing education hours.

(e) Continuing education hour credits shall not be approved more than once for completing the same course within each two year continuing education period.

**Sec. 20-491-24. Hardship.**

- (a) Upon appropriate showing of a bona fide health or other individual hardship, the Home Inspection Licensing Board may grant an exception to the continuing education requirements.
- (b) Loss of income resulting from cancellation of a license is not a bona fide hardship.
- (c) Requests for exceptions shall be submitted in writing not less than sixty days prior to the date of license renewal and shall include an explanation and verification of the hardship.
- (d) Exceptions may include, but are not be limited to: (1) Individuals serving in military service; and (2) individuals who are physically handicapped, which handicap prohibits them from sitting for an exam or attending courses.

**Sec. 20-491-25. Hearings on refusal of school or course approval.**

- (a) Upon the refusal of the Home Inspection Licensing Board to approve a school, institution or organization for the offering of continuing education courses or a particular course, or upon the decision of the Home Inspection Licensing Board to withdraw such approval, the Home Inspection Licensing Board shall notify the applicant of the refusal and of such applicant's right to request a hearing within thirty days from the date of receipt of the notice of refusal.
- (b) In the event the applicant requests a hearing within such thirty days, the Home Inspection Licensing Board shall give notice of the grounds for its refusal and shall conduct a hearing concerning such refusal in accordance with the provisions of Chapter 54 of the Connecticut General Statutes concerning contested matters.

**Sec. 20-491-26. Applications.**

The applications for licensure, school approval and pre-licensing courses shall be made on forms prescribed and furnished by the Department of Consumer Protection.

## **The following is required of Schools teaching Continuing Education.**

The Department of Consumer Protection has recently implemented a new integrated computer system for the maintaining and tracking of all its licensing records. This system meets many of the objectives in being able to provide better quality of service to consumers in the processing of applications and availability of information to licensees and consumers.

If you are approved as a provider for continuing education for our licensees, please be advised that we have implemented new procedures for the transmission of information regarding continuing education as of September 1, 2004. We have authorized a Vendor to collect all CE student data and transmit it into our computer system. Each education provider must pay a fee per student directly to the State's Vendor.

At the completion of all "approved" continuing education courses, all schools must provide the Vendor with an electronic file for each of their students with the following information:

### **Required Fields of Information:**

Licensee Name (Last Name, First Name, Middle Initial)  
License Number  
DOB  
School Code  
Course Hours

The State's Vendor, as indicated below, will be contacting you with a more detailed explanation of the process once you have been approved by this office. They will also provide support to you if you have any difficulties.

**PSI licensure: certification  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)**

*technical support email: [schoolsupport@psionline.com](mailto:schoolsupport@psionline.com)*

This automation of information will allow us to provide one hundred percent enforcement of the requirements of all licensees fulfilling their continuing education requisite. In addition, it will also eliminate the need for licensees to provide copies of proof of continuing education courses and help to increase attendance to continuing education classes.

# DEPARTMENT OF CONSTRUCTION SERVICES

DIVISION OF FIRE, EMERGENCY & BUILDING SERVICES  
OFFICE OF STATE FIRE MARSHAL



## STATE OF CONNECTICUT

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

\_\_\_\_\_  
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 EDUCATION COURSE**

(To Be Filled Out by the Student)

OR COMPLETE ONLINE AT: [HTTPS://PORTAL.CT.GOV/ELCEVAL](https://PORTAL.CT.GOV/ELCEVAL)

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Course Name: \_\_\_\_\_

Pre-licensing/Certification Course

Continuing Education

Location of Class: \_\_\_\_\_

Time: \_\_\_\_\_

*(Class held)*

Date: \_\_\_\_\_

*(Class held)*

The Occupational & Professional Licensing Division of Connecticut requests that each instructor be evaluated by the students at the end of the course. Please rate your instructor and course on a scale of one to four in the following categories. Circle your choice.

INSTRUCTOR	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

Mail to: Department of Consumer Protection  
Continuing Education  
450 Columbus Boulevard, Suite 901  
Hartford, Connecticut 06103  
[dcp.continuingeducation@ct.gov](mailto:dcp.continuingeducation@ct.gov)