

# STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION  
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION  
165 Capitol Avenue, Room 110, Hartford, Connecticut 06106  
Telephone: (860) 713-6135 Fax: (860) 713-7230

## APPLICATION FOR OCCUPATIONAL TRADES EDUCATION FOR CONTINUING EDUCATION PROVIDERS

(Regulation 20-334d-1 thru 20-334 (j))

**ALL SUBMITTALS MUST BE SUBMITTED NO LATER THAN OCTOBER 25, 2017**

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

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

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

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

Contact Name(s): \_\_\_\_\_

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

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 stationery 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.

# INSTRUCTIONS TO “PROVIDERS” OFFERING

## CONTINUING EDUCATION FOR ELECTRICIANS

### “2018 LICENSE RENEWAL YEAR”

#### LICENSE TYPES: E-1, E-2, E-9

1. Each provider is required to submit 3 individual copies of their curriculum, each in a 3 ring properly and orderly indexed/tabbed binder to the Commissioner of Consumer Protection and the Electrical Work Examining Board for review and approval.
2. All “Providers” intending to offer these classes must have their complete submittal submitted to the Electrical Work Examining Board no later than **October 25, 2017**.
3. Each binder shall be indexed/tabbed in the following order and contain the appropriate material in that indexed/tabbed section. **Any submission not conforming to the above requirement of a “3 ring properly and orderly indexed/tabbed binder”, will be automatically rejected.**
  - Application (must be completely filled out)
  - Certificates of Insurance – (Verify and check the effective dates, please)
  - CT Sales Tax Certificate (Form OR-138)
  - 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 “**2018 Renewal Year**”)
  - **Current** Fire Marshall 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 - **PROVIDE UPDATED RESUMES**(Names, addresses, license numbers and qualifications of 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)
  - Copyrights (Copyright approvals for any copyright material to be used)
  - Teaching aids (Copy of any teaching aids such as power point etc.)
  - Handout (Copy of handout that **shall be bound** and distributed to each attendee which must include laws and standards, safety, power point presentations, and applicable calculations.) Unrelated continued education materials and or advertisements are not permitted within or attached to the bound handouts.
4. All license holders attending classes **shall be required (and Providers are also so required to include in all advertisements)** to bring their copy of the 2014 National Electrical Code as well as a functioning calculator to class. Attendees who do not have a copy of the 2014 National Electrical Code and a functioning calculator shall

not be admitted into the class. *(Electronic versions of the 2014 National Electrical Code are acceptable subject to individual "Provider" approval and provided that it is viewed on a IPAD, Notebook or Laptop only. Cellphone viewing is not an acceptable device.*

5. **"Providers" shall not offer any continuing education classes on the premises of any licensed contractor employer.**
6. **"Providers" who desire to "add" any training locations (and or add any instructors) that have not been previously approved to their schedules, must submit for approval, such locations to the Commissioner of Consumer Protection and the Electrical Work Examining Board at least 60 days prior to the intended date of usage.**
7. **"Providers" shall make accommodations for those attendees with special needs or other disabilities in accordance with ADA requirements.**
8. "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 and every time any breaks are provided for items such as lunch etc., excluding bathroom breaks. Attendance sheets are to be kept in "Providers" files for four (4) years with other continued education documents for future reference.
9. **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.**
10. At the completion of all "approved" continuing education courses, all schools must provide PSI Examination Services an electronic file for each of their students. Such electronic file shall comply with all of the mandated fields as required by PSI and their reports. **All reports must be transmitted to PSI within 30 calendar days of each completed course. Failure to comply with this requirement, is cause for suspension of providers program by the Electrical Work Examining Board or the Department of Consumer Protection.**
11. Providers must comply with the State of Connecticut, Regulation of the Department of Consumer Protection Concerning Continuing Education for Electricians, Sec 20-334d-1.
12. After receiving course pre-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 an electronic CD copy of their entire provider application inclusive of the attendee handout book for the Departments files. Providers can at this time retrieve in person from the Boards recording secretary those binder copies of the original submittal that the department no longer wishes to maintain. All copies of binders no longer needed by the department may be discarded at the departments discretion 30 days after receipt of the above referenced electronic CD. Thumb drives/memory sticks are not acceptable.**

13. When all of the above conditions are meet, the provider will receive a notification letter **or email** indicating that their program has been **fully** approved. Without receipt of this **written** notification, you **shall** not hold any classes or advertise for any classes. Failure for you to comply with this or any other requirement of this program is cause for suspension of your program.



**STATE OF CONNECTICUT**  
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**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 TO THE ADDRESS BELOW**

Date: \_\_\_\_\_ Student Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Location of Class: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

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 / 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

# **2018 Continuing Education for Electricians**

**(FOR ALL ELECTRICAL LICENSE HOLDERS)**

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

## **Connecticut General Statutes:**

**Include the following Connecticut General Statutes in all course handouts to attendees and REVIEW each.**

- Sec 20-340 Exemptions from licensing requirements
- 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 permit 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: Review changes to apprenticeship ratios as indicated in attached SB 353. Note highlighted areas in particular.**

**All of the following State Building Codes codes are applicable to all license holders relative to each particular project. The State Building Officials website address is:**

**[www.ct.gov/dcs/cwp](http://www.ct.gov/dcs/cwp)**

### **“2016 CONNECTICUT STATE BUILDING CODE”**

- **2012 International Building Code:**
  - Section 102 Applicability
  - Section 105 Permits
  - Section 109 Inspections
  - Section 114 Violations
- **2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities**
- **2012 International Existing Building Code**
- **2012 International Plumbing Code**

- 2012 International Mechanical Code
- 2012 International Energy Conservation Code
- 2014 National Electrical Code
- 2012 International Residential Code
- 2016 Amendments to Connecticut State Building Code

**Safety: (Include in bound handout for attendee future reference of the material below)**

**Referencing 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 (tool box type talk sheets) 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.**

**NEW: Providers are to review and discuss Silica Standards and Confined Spaces with each class. Please refer to the OSHA website, [www.osha.gov](http://www.osha.gov) for additional information and include highlights in bound handout.**

**SPECIAL NOTICE: Always confirm that any OSHA classes are authorized by the OSHA Outreach Center. Some offered classes may not be authorized and therefore credits would not be recognized.**



**PART II – 2014 NEC CODE CHANGES – CHAPTERS 4&5 (3-1/2 HOURS Instructional Time)**

- Compare all changes in these chapters as they relate to the 2011 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 – 2014 International Association of Electrical Inspectors
  - Significant Changes to the 2014 NEC – National Joint Apprenticeship and Training Committee
  - Stallcup’s Illustrated Code Changes 2014 – James Stallcup, Sr. and James Stallcup, Jr.

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

**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  
[occprotrades@ct.gov](mailto:occprotrades@ct.gov)  
Agency Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)

**END**

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## **Continuing Education Requirements for the Electrical and Plumbing Trades**

### **Sec. 20-334d-1. Continuing education for electricians and plumbers**

(a) **Definitions.**

As used in this section:

(1) “Commissioner” means the Commissioner of Consumer Protection;

(2) “Instructor” means:

(A) any person who holds a current, appropriate trade license issued by the Department of Consumer Protection, has at least five years of practical experience in the appropriate trade, and has been approved by the commissioner, with the advice of the appropriate Board; or

(B) a professional or a teacher in a specified area of law or the appropriate trade, approved by the commissioner, with the advice of the appropriate Board; and

(3) “Provider” means any public or private school, trade union or trade association that regularly provides courses that meet the criteria as set forth in subsection (b) of this section.

(b) **Course approval.**

(1) Each provider intending to offer continuing education courses shall submit a formal filing for each course to the commissioner for approval.

(2) The filing for each course shall include, but not be limited to, the following:

(A) a course outline;

(B) a listing of all reference materials to be utilized;

(C) the names, addresses, license numbers, and qualifications of each instructor; and

(D) contact information for each provider.

(3) All course filings shall be submitted on an annual basis. Course approvals shall only be valid for one year from date of approval.

(4) Each provider shall obtain approval from the commissioner for any changes to an approved course. The commissioner may request the provider to change the contents of an approved course if changes have been made to the statutes, regulations or other standards concerning the appropriate trade.

(5) The content of continuing education courses shall consist of applicable trade laws and practices that are broad-based and essential to the role of a licensee as the licensee acts in the best interest of the consumer. Courses shall directly relate to trade principles and practices of the applicable trade.

(6) The commissioner shall not approve any continuing education courses in the area of office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, or for sales promotions or other meetings held in conjunction with the general business of a trade contractor.

(c) **Notification of course offering; course locations.**

(1) Each provider conducting an approved course shall, prior to the scheduled date of each course, submit to the commissioner a schedule of the dates, hours, and locations for each course to be offered. No courses shall commence or be advertised as approved, without prior written approval of the commissioner. There shall be no change or alteration in any approved course without prior written notice and approval of the commissioner. Course approval may be withdrawn for failure to comply with the provisions of this section.

(2) Each continuing course shall be conducted in a classroom-style facility and an environment which is adequate to implement the offering. No correspondence

courses shall be permitted. No provider shall use a classroom until an approval certificate has been issued by the local Fire Marshal indicating compliance for such use.

**(d) Minimum continuing education hours.**

(1) Electrical licensees, as a condition of license renewals commencing on and after October 1, 2004, shall take at least seven (7) credit hours of continuing education courses each year prior to renewal of their licenses. The following areas of study, with an emphasis on recent changes or updates, shall be acceptable:

(A) Licensing or business law and regulations applicable to the electrical trade;

(B) the current State of Connecticut Building Codes and Standards applicable to the electrical trade;

(C) construction safety; and

(D) any areas recommended by the commissioner or the Electrical Work Examining Board.

(2)(A) Plumbing licensees, as a condition of license renewals commencing on and after November 1, 2007, shall comply with the following continuing education requirements:

(i) Plumbing and Piping unlimited contractors, as a condition of license renewals in any even-numbered year, shall take seven (7) hours of continuing education courses during the two-year period prior to renewal of the license.

(ii) Plumbing and Piping limited contractors, as a condition of license renewals in any even-numbered year, shall take five (5) hours of continuing education courses during the two-year period prior to renewal of the license.

(iii) Plumbing and Piping unlimited journeypersons, as a condition of license renewals in any odd-numbered year, shall take five (5) hours of continuing education courses during the two-year period prior to renewal of the license.

(iv) Plumbing and Piping limited journeypersons, as a condition of license renewals in any odd-numbered year, shall take three (3) hours of continuing education courses during the two-year period prior to renewal of the license.

(B) The following areas of study, with an emphasis on recent changes or updates, shall be acceptable:

(i) Licensing or business law and regulations applicable to the plumbing and piping trade;

(ii) the current State of Connecticut Building Codes and Standards applicable to the plumbing and piping trade; and

(iii) any areas recommended by the commissioner or the State Plumbing and Piping Work Examining Board.

(3) All continuing education courses shall be applicable to the specific license types and categories, and shall meet with the final approval of the commissioner. The commissioner shall publish the required number of hours for each license type on the website of the Department of Consumer Protection.

(4) Courses completed prior to approval by the commissioner shall not qualify for continuing education hours.

(5) A licensee shall not be required to comply with the continuing education requirements of this section for the licensee's first license renewal.

(6) A licensee shall submit proof of compliance with continuing education requirements upon the request of the commissioner.

**(e) Advertising.**

All providers advertising continuing education courses shall comply with the following requirements:

(1) All advertising and notices shall not be deceptive or misleading and shall reveal significant facts, the concealment of which would mislead the public.

(2) Providers shall substantiate claims made in any advertisement upon request of the commissioner.

(3) All advertising and written or oral statements shall avoid the use of exaggerated or unproven claims or misrepresentations.

(4) No unfounded guarantee shall be offered. All notices shall clearly and conspicuously disclose the full nature of services offered.

(5) False or misleading claims as to tuition and other course costs are prohibited.

(6) Material containing testimonials shall be clearly limited to those individuals reflecting their own personal experiences.

(7) Providers shall not use the wording "Approved by the Commissioner" or other like wording. The following wording may be used: "This course meets the minimum requirements as set forth by the Commissioner." The type size for the wording of this statement shall be no larger than the smallest type size used in the advertisement.

**(f) Records.**

(1) All providers conducting approved courses shall keep and retain complete records of student attendance and documentation of completion for a period of at least four (4) years after the completion of each course. Such records shall be available for inspection by the commissioner. Upon satisfactory completion of any approved course, the provider, as prescribed by the commissioner, shall furnish an approved certificate to the licensee student.

(2) The burden of proof of completion of each course shall be upon the licensee. A licensee who applies for renewal of a license shall retain all certificates of approved continuing education units for a period of at least four (4) years after the completion of each course. A licensee shall, upon request of the commissioner, and to satisfy the results of a random audit, make such certificates available to the commissioner, or a third party designated by the commissioner, for purposes of verification.

(3) The provider shall submit to the commissioner the names, addresses, and license numbers of all persons who successfully complete an approved continuing education course. Documentation of such courses shall be submitted in such manner and at such times and locations as prescribed by the commissioner.

**(g) Equivalent continuing education.**

The commissioner, with the advice of the appropriate Board, may consider and approve, on an individual basis, any other educational course taken by the licensee in lieu of approved courses. Any such course shall meet the standards established by section 20-334d-1(b)(5). Evidence of such courses must be submitted 120 days prior to license renewal.

**(h) Hardship.**

(1) Upon appropriate showing of a bona fide health or other individual hardship, the commissioner may consider an exception to the continuing education requirements. A loss of income resulting from cancellation of a license is not a bona fide hardship.

(2) Requests for exceptions shall be submitted in writing and shall include an explanation and verification of the hardship.

**(i) Hearings on denial of instructor or course approval.**

(1) Upon the refusal of the commissioner to approve an instructor or a continuing education course, or upon the decision of the commissioner to withdraw such approval, the commissioner shall notify the provider of the denial or withdrawal,

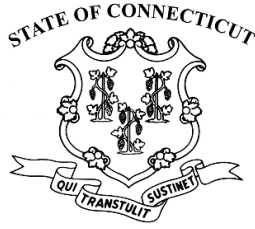
and of the right to request a hearing within fifteen (15) days from the date of mailing of the notice.

(2) In the event the applicant requests a hearing within such fifteen (15) days, the commissioner shall give notice of the grounds for refusal or withdrawal, and shall conduct a hearing in accordance with the provisions of chapter 54 of the Connecticut General Statutes concerning contested matters.

(j) **Forms.**

Applications for instructor and course approval shall be made on forms prescribed by the commissioner.

(Adopted effective March 5, 2004; amended December 5, 2007)



**Substitute Senate Bill No. 353**

**Public Act No. 17-76**

**AN ACT ESTABLISHING AN APPRENTICE, JOURNEYMEN AND CONTRACTOR WORKING GROUP.**

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

Section 1. (NEW) (*Effective from passage*) (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



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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

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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 of the general statutes.

Sec. 2. Section 20-332b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

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**

**[5] 3**

**4**

**[8] 6**

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5	[11]	<u>9</u>
6	[14]	<u>12</u>
7	[17]	<u>15</u>
8	[20]	<u>18</u>
9	[23]	<u>21</u>
10	[26]	<u>24</u>

**Ratio continues at 3 Journeypersons  
To 1 Apprentice**

Approved June 27, 2017