

# APPLICATION INSTRUCTIONS FOR CONTINUING EDUCATION PROVIDERS FOR ELECTRICIANS

## 2025 LICENSE RENEWAL YEAR

### ALL ELECTRICAL LICENSE TYPES INCLUDING:

**E-1, E-2, E-4, E-5, E-9, C-5, C-6, C-7, C-8,  
L-1, L-2, L-5, L-6, PV1, PV2, T-1, T-2**

- All applications for Providers submitting and requesting approval of the 2025 Electrical Continued Education Program shall be submitted electronically. The following link to a You Tube video is available for anyone to review on how to complete this on line application process. The link is: [CE Provider Online Submission Procedures-20220513 130414 Meeting Recording - YouTube](#)
- Providers should submit their completed applications as soon as possible so that review and approvals (allow 2 weeks) can be completed by June 15<sup>th</sup>. PA 21-37 requires that licensees are to complete their continued education 90 days prior to renewal of their license.
- Each of the following documents shall be uploaded electronically.
  - 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 “**2025 Renewal Year**”) 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](http://www.elicense.ct.gov)), name of course, number of classroom hours, date and location of course.
  - 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, Connecticut occupational license number and resumes for all instructors that will be teaching. Any changes (additions or deletions) 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 or provided electronically for on-line classes, 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.
- 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 are a separate class.

- All license holders attending classes **shall be required** to bring their copy of the **2020** National Electrical Code to class. Attendees shall also bring a functioning calculator. Electronic versions of the **2020** 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 **2020** National Electrical Code to class.*
  - *Provider policy on viewing the **2020** 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.*
- Providers who desire to add any training locations or add/change any instructors that have not been previously approved to their schedules must apply for approval at least **60 days** prior to the intended date of usage.
- 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.
- Certificates of course completion shall not be distributed to any attendee until the very end of the class, at which time the person who is named on the certificate must be present and have attended all 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. For on-line classes, and only for those people that have attended the entire class, certificates of completion shall be mailed to that attendee.
- 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 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.**
- 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.**
- 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.
- **At the May XX, 2024 Electrical Work Board meeting, the board voted that a licensed person who is teaching a Continuing Education Class is not required to take a separate class for the renewal of their personal electrical license, and that the provider shall issue a certificate of completion of the course to that individual.**
- **IMPORTANT NOTICE:** Please be advised of the following changes to Continuing Education requirements which all approved providers will need to adhere to. These changes are incorporated in HB5330, PA 22-104, Section 42. The following is a link to PA 22-104 for your reference. <https://www.cga.ct.gov/2022/act/Pa/pdf/2022PA-00104-R00HB-05330-PA.PDF>
  - In person class size will be limited to 50 attendees
  - Online classes will be limited to 25 attendees
  - No Classes will be offered or held at a contractor’s place of business
  - Providers shall retain an audio-visual recording of each class for a period of 30 days after the class and make such recording available to the department upon request.

**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, OR  
 FILL OUT ON LINE AT: <https://portal.ct.gov/occeval>  
 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 online _____virtual _____physically in person				
20. If Virtual online, 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 online or _____ physically in person?				
Comments: _____				
_____				

**Mail to:** Department of Consumer Protection  
 Occupational & Professional Licensing Division  
 John Mesner  
 450 Columbus Boulevard, Suite 901  
 Hartford, Connecticut 06103

# 2025 Continuing Education for Electricians

## CURRICULUM OUTLINE

### ALL ELECTRICAL LICENSE TYPES INCLUDING:

E-1, E-2, E-4, E-5, E-9, C-5, C-6, C-7, C-8,  
L-1, L-2, L-5, L-6, PV1, PV2, T-1, T-2

### PART I – Connecticut General Statutes

(1/2 Hour to Inform/Quick Review Attendees Material in Handout)

#### 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 LEGISLATION – CGS Section 31-22r(c) – New Reporting Requirements

- CGS Section 31 -22c(r) – New Annual Employee Report



2024 RAP reporting  
data form.pdf

**Sec. 20-332b. Hiring ratios re apprentices, journeymen and contractors. Electrical, plumbing, heating, piping and cooling, sprinkler fitter and sheet metal work. Regulations.**

**HIRING RATIO CHART**

Electrical, Plumbing, Heating, Piping and Cooling,  
Sprinkler Fitter and Sheet Metal Work Trades

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

## **2022 Connecticut State Building Code:**

*(Include in all course handouts to attendees for their future use and review with class.)*

### Building and Fire Code Adoption Process

State Building, Fire Safety and Fire Prevention Codes Update

The **Department of Administrative Services, Office of the State Building Inspector** and **Office of the State Fire Marshal**, in conjunction with the **Codes & Standards Committee** and the **Fire Prevention Code Advisory Committee**, have adopted the following new codes, effective October 1, 2022:

- 2022 Connecticut State Building Code (CSBC)
- 2022 Connecticut State Fire Safety Code (CSFSC)
- 2022 Connecticut State Fire Prevention Code (CSFPC)
- 2021 International Building Code (IBC) by the ICC
- 2021 International Existing Building Code (IEBC) by the ICC
- 2021 International Energy Conservation Code (IECC) by the ICC
- 2021 International Mechanical Code (IMC) by the ICC
- 2021 International Plumbing Code (IPC) by the ICC
- 2021 International Residential Code (IRC) by the ICC
- 2021 International Swimming Pool & Spa Code (ISPSC) by the ICC
- 2020 NFPA 70 National Electrical Code (NEC) by NFPA
- 2017 ICC A117.1 Accessible and Usable Buildings and Facilities by the ICC
- 2021 International Fire Code (IFC) by the ICC
- 2021 NFPA 101 - Life Safety Code by the NFPA
- 2021 NFPA 1 - Fire Code by the NFPA

The model codes are viewable on their publisher's web sites:

- **[International Code Council \(ICC\) Codes](#)**
- **[National Fire Protection Association \(NFPA\) Codes](#)**



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

**[NOTE: Always refer to the State Building Officials website indicated above for all of the most currently adopted codes and “AMENDMENTS” to the codes.](#)**









## PART II – Safety

(1/2 Hour to Review with Class and Inform Attendees Material is in Handout)

### HARD HATS or SAFETY HELMET ?

<ul style="list-style-type: none"><li>• OSHA – Hard Hats to Safety Helmets for OSHA Employees</li></ul>  <p>OSHA - Hard Hats to Safety Helmets for OS</p>	<ul style="list-style-type: none"><li>• Hard Hats vs. Safety Helmets</li></ul>  <p>safety_helmet_shib.pdf</p>
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### WORKPLACE STRESS

Workplace Mental Health  Workplace Mental Health.pdf	Long-Term Stress Harms Everyone in the Workplace  Long-Term Stress.pdf
Workplace Stress - Overview  Workplace Stress - Overview.pdf	Workplace Stress – Understanding the Problem  Workplace Stress - Understanding the Problem.pdf
Workplace Stress – Guidance and Tips for Employers  Workplace Stress - Guidance and Tips for Employers.pdf	Workplace Stress – Training Resources  Workplace Stress - Training Resources.pdf
Workplace Stress – Real World Solutions  Workplace Stress - Real World Solutions.pdf	Workplace Stress – Outreach Materials  Workplace Stress - Outreach Materials.pdf



## **PART III - 2020 National Electrical Code**

**(3 Hours Instructional Time)**

### **UNLIMITED ELECTRICAL LICENSE TYPES INCLUDING:**

**E-1, E-2, E-4, E-5, E-9**

1. Review changes in Chapter 4,5,6,7,8 and 9 comparing 2017 to the 2020 National Electrical Code.
2. How to find 2020 NEC TIA's and Errata's
3. Review by examples, Raceway Fill Informative Annex C

## **PART III - 2020 National Electrical Code**

**(3 Hours Instructional Time)**

### **LIMITED ELECTRICAL LICENSE TYPES INCLUDING:**

**C-5, C-6, C-7, C-8, L-1, L-2, L-5, L-6, PV1, PV2, T-1, T-2**

- For each license type listed above, review applicable changes to the license type in Chapter 4.5,6,7,8 and 9 comparing 2017 to the 2020 National Electrical Code
- How to find 2020 NEC TIA's and Errata's.
- Review by examples, Raceway Fill Informative Annex C

### **C5, C6, L5, L6 Limited Licenses: (Emphasis on alarm systems & low voltage)**

- Provider to explain difference between "C5/C6 and L5/L6" licenses relative to the following:
- C5/C6 – system voltage not to exceed 48 volts or 8 amperes.
- L5/L6 – system voltage not to exceed 25 volts or 5 amperes.
- Provider shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by these license types.

### **C5, C6, T1, T2 Limited Licenses: (Emphasis on telecommunications, data, grounding and bonding)**

- Providers shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by these license types.

**C7, C8 Limited Licenses:**

- Providers shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by these license types.

**L1, L2 Limited Licenses:**

- Providers shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by these license types.

**PV1, PV2 Limited Licenses:**

- Providers shall provide curriculum as it relates to changes and/or new product developments relative to the scope of work covered by these license types.

**END**