

**MINUTES**  
**CONNECTICUT AUTOMOTIVE GLASS WORK AND**  
**FLAT GLASS WORK BOARD**  
165 CAPITOL AVENUE  
HARTFORD, CONNECTICUT 06106

**AUGUST 25, 2006**

The Connecticut Automotive Glass Work and Flat Glass Work Examining Board held a regular Board Meeting on Friday, August 25, 2006 commencing at 9:32 a.m. in Room 117 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

Board Members present:           Edward J. Fusco (*Unlimited Journeyperson-Flat Glass Work*)  
  Jennifer Russell-Vanasse (*Unlimited Contractor-Flat Glass Work*)  
  Carl Von Dassel (*Unlimited Contractor-Flat Glass Work*)  
  John A. Wisniewski (*General Contractor-Auto Glass Work*)

Board Members not present:       Robert Steben (*Unlimited Contractor-Auto Glass Work*)

Board Vacancies:                   *Unlimited Journeyperson-Auto Glass Work*  
  *Three (3) Public Members*

Board Counsel:                     Not present as requested.

DCP Staff Present:                 Robert M. Kuzmich, R.A., License and Applications Specialist  
  Richard M. Hurlburt, Director

Others Present:                     David Rosenberg, Safelite Auto Glass  
  David Dunn, Diamond Triumph Auto Glass  
  Charles Turiello, Diamond Triumph Auto Glass  
  Valerie Stolfi, Connecticut Glass Dealers Association

**Note: The administrative functions of this Board are carried out by the Department of Consumer Protection, Occupational and Professional Licensing Division. For information, call Director Richard M. Hurlburt, Director at (860) 713-6135.**

**1. CALL TO ORDER:**

1. The Automotive Glass Work and Flat Glass Work Examining Board Meeting was called to order at 9:32 AM by Chairman Edward J. Fusco.

**2. REVIEW OF MINUTES OF PREVIOUS MEETING:**

After a review of the minutes of the May 26, 2006 regular Board meeting by all members, *the Board voted, unanimously, to approve the draft of the minutes as submitted. (Von Dassel/Russell-Vanasse)*

**3. COMMENTS OR CONCERNS OF ANY PERSON PRESENT TODAY:**

A. Mr. Wisniewski commented on a portion of the minutes from the Board's last meeting regarding the installation of auto glass by car dealerships without the proper licensing. He suggested the possibility of sending written notices to the appropriate associations and let them disseminate this information to their members.

Mr. Kuzmich stated that the Department has drafted a written notice that has been sent out concerning general licensing requirements for glass work. Mr. Hurlburt will provide information on the database of individuals this information was sent to. The Department is also working on getting this informational letter on its website.

Mr. Hurlburt noted that he has yet to contact Lynx Services regarding the State's response to unlicensed auto glass work but will do so shortly.

#### 4. OLD BUSINESS:

A. Continuation of discussion concerning *On-The Job-Training (OJT)* and *Related Classroom Instruction (RI)* as they pertain to *Automotive Apprenticeship Programs*. Mr. Robert Martin noted he has not approved any curriculum for schools and that he has not had any registered apprentices in contact with him. Regarding the 380 hour curriculum submitted by Safelite, he noted that it has been approved and the letter went out months ago. Safelite has not received the letter yet and will follow up with Mr. Martin's office.

Discussion pursued regarding the access by the general public to Safelite's program. In response, Mr. Martin noted that the Safelite program is a proprietary program and to access this material, an individual must go through Safelite. The Board discussed the required 144 related classroom instruction noting that the previously approved NGA program is only a part of the total hours. Mr. Martin did note that even with the approved Safelite curriculum, an apprentice must still complete a 36 hour basic math course at a State Technical High School. He stated that many companies in the trade will use industry-based workshops which can be pieced together with other modules to total the required related instruction hours. He noted that there are no textbooks available to his knowledge at this time.

Mr. Wisniewski stated that his employees took the NGA 40 hour course and were permitted to take the examination with no further courses taken. Members of the Board and the public were very surprised to hear that a 36 hour basic math course is a requirement to any approved curriculum. Mr. Martin noted that based on his years of experience and regardless of whether or not an apprentice has a high school diploma or not, the candidates need the math course because they simply do not know math. The 36 hour math component has always been a part of all trade curriculums. Credit is given to candidates for this math course to apprentices with a high school diploma and "good" grades in math. Members of the Board and the public agreed that a candidate with a high school diploma or higher should be given credit for the trade math module.

The Board noted the difficulty in trying to fulfill a 144 hour related classroom instruction component. Ms. Russell-Vanasse noted that she has searched extensively and was unsuccessful in trying to locate 144 hours worth of related instruction. The question was asked if the total curriculum hours could be reduced.

Members of the Board and Public discussed the possibility of reducing the 2000 hour apprenticeship program at which point the Department would

sanction the program and not the Department of Labor. It was noted that the 144 hours of related classroom instruction is not an absolute figure relative to the 2000 hours of on-the-job training and can change with the particular trade. Mr. Fusco believes that the 2000 hour on-the-job training requisite is very important and should not be reduced. Mr. Martin noted that when he reviews curriculum, he does not look at the numbers but rather the body of knowledge that is needed to do the job based on the Labor Department's OJT outline and the licensing law. From these factors, he then formulates the curriculum. In most cases, there is a need for more hours as opposed to this Board which is looking to reduce the hours. Mr. Martin cited various other Board curriculum hour requirements. The question was asked if an apprentice completes the NGA course and works for a year and passes the State examination, is that "good enough"?

Ms. Stolfi noted that apprentices log their time in a State issued "blue book" verified by signatures of their supervisors that each week's work was done specifically in the trade for which they are training. Therefore, the training period may vary depending on the shop. It was also noted by Ms. Stolfi and Russell-Vanasse that the approved forty hour NGA Course will soon be in a web-based classroom format where candidate will be participating by sitting at a computer at home; in essence a virtual classroom. Mr. Martin noted that this raises serious concerns by him concerning the regulation of the course. He noted a particular problem with this format is that many candidates will start the program and not finish but will finish their on-the-job training "way ahead" and then they go to him stating that they have passed their required amount of training hours. The apprenticeship board now puts pressure on Mr. Martin to sign off on the related classroom instruction. It was noted that the candidate has the responsibility to complete the program and not place the blame on others for not being complete with the entire program. He does acknowledge that this type of program is a viable alternative but does warn the apprentice that it is his responsibility to finish and he will not approve him until the program is complete.

Mr. Martin stated that it is possible that he could revisit the 144 related classroom instruction requirement after meeting with the Board and getting a better understanding of the education required for proper training. Mr. Fusco added that the people in this room today are concerned about training and they will do their best to add to the related classroom instruction curriculum. As it stands today, 76 hours for automotive glasswork are in place; 40 hours of an approved NGA course and 36 hours of basic trade school math. Mr. Hurlburt confirmed with Mr. Martin that he (Bob Martin) will coordinate these hours with the course outline under Jack Guerrero's jurisdiction.

The Board thanked Mr. Martin for his time and visit with them today and is most appreciative of his efforts to work with them in establishing apprenticeship programs.

B. Status of Document requested: “*The Repair of Laminated Auto Glass Repair Standard* is as a joint work product of the National Glass Association (NGA), an American National Standards Institute (ANSI) accredited standards developer, and the National Windshield Repair Association (NWRA). The intent of the document is to aid in the decision to repair or replace damaged laminated auto glass; to assist the public in understanding what is achieved through windshield repair; to encourage technicians to follow the industry’s best practices; and to codify a consensus statement of the industry’s best practices”

NGA Secretariat staff Leo Cyr, 2989 Coral Strip Parkway, Gulf Breeze, FL 32563 or electronically to [leo@glass.org](mailto:leo@glass.org)

NWRA ([www.n-w-r-a.org](http://www.n-w-r-a.org))web

C. Status of Legislative Update: the Board requested that Mr. Jerry Padula, Legislative Liaison with the Department of Consumer Protection, provide a *Legislative Update* on any proposed Regulations or Statutes that pertain to this Board for their next meeting. Mr. Padula was not present at this meeting, however, Mr. Richard Maloney, did address this matter, in part, under Agenda Item 4D.

D. Status of Enforcement: the Board requested that an update of *Enforcement Activities* from the Trade Practices Division for their next meeting. Mr. Richard Maloney introduced himself to the Board and explained the duties of his Department to them. He noted recent changes made to his Department including the addition of more administrative support, a new field investigator and the position of supervising inspector. Mr. Maloney cited complaint and related documentation statistics and his Departments efforts to work through their backlog of complaints and bring as many as possible to the Boards for disposition.

He invited the Board to visit his Division and members to bring any matters they feel need attention by his staff. Mr. Maloney also noted that the Department is trying to increase staffing and seek criminal enforcement power through legislative action because of the difficulty for Boards to manage unlicensed individuals. He cited examples of Boards fining individuals significantly and then never here from the respondents again. Further, this creates an outstanding liability that the unlicensed individuals has incurred and has tied up Department resources. Mr. Maloney stated that

unlicensed individuals need to be addressed criminally and not through administrative procedures because of lack of staff and enforcement ability.

E. Status of Mr. Glen Moses stated that he provided Robert Martin of the Department of Education with three hundred eighty (380) hours of classroom and laboratory hours for the training of apprentices enrolled in an AG-2 Apprenticeship Program. Mr. Moses stated that Robert Martin indicated that he would review this curriculum. This item was discussed under Old Business; Agenda Item A.

## **5. REVIEW OF CORRESPONDENCE:**

There were no items before the Board today.

## **6. NEW BUSINESS:**

A. Mr. Wisniewski noted that auto glass technician work schedule includes a 100 hour related instruction module for windshield repair. He stated that this in contrast to the requirements for the AG-4 Repair Journeyman license which does not specify a related instruction requisite and requires only 80 hours of on-the-job training.

B. It noted that Dave Walker from the National Glass Association (NGA) was very surprised that their course was listed as only 40 hours and stated that in reality, it is probably much more. After considerable discussion by all, it was decided that the current hour assignment will be investigated based upon their latest course outline. The Department will contact NGA and request a new copy of their program.

## **7. OTHER BUSINESS:**

A. In response to a question from Mr. Wisniewski, Mr. Hurlburt stated that the 36 trade math course does not apply to the AG-4 license category because this category is not currently recognized by the State Department of Labor.

There being no further business, the meeting adjourned at 11:07AM. (*Von Dassel/Wisniewski*)

**NEXT MEETING DATE;**

**OCTOBER 27, 2006  
STATE OFFICE BUILDING  
165 CAPITOL AVENUE  
HARTFORD, CONNECTICUT**

**TIME: 9:30 AM; ROOM 117**

Respectfully Submitted,

Robert M. Kuzmich, R.A.  
License and Applications Specialist