

STATE OF CONNECTICUT

Accredited Since 1988



DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION DIVISION OF STATE POLICE SPECIAL LICENSING AND FIREARMS UNIT

FOR INSTRUCTORS ONLY

ADMINISTRATIVE DIRECTIVES TO APPLICANTS SEEKING LICENSURE OR CERTIFICATION

Pursuant to Connecticut General State Statutes, Chapter 534, Section 29-152u through Section 29-161aa, the Commissioner of Public Safety may grant a license upon being satisfied after the investigation of the competency, integrity and good character of an applicant.

If you are applying as an Instructor, please complete all items listed below.

To expedite this character investigation and aid the investigating trooper, the following is required from the prospective applicant:

1. The enclosed application must be accurately completed and notarized;
2. Two (2) recent photographs, (2"x2") full face, passport style;
3. A copy of the applicants current driving operator's license;
4. If the applicant has been in the military, a copy of his/her DD-214, NGB-22 or other documentation to indicate type of discharge and reenlistment codes;
5. If the applicant is retired or separated from a Federal, State, or Local Police Department, a letter of discharge must be sent from the former employer to this department. The letter from said department must include length of service, title(s) held, duties performed, date of retirement or separation and standing;
6. Education documentation if the applicant so desires
7. The applicant must be a U.S. Citizen, a naturalized U.S. Citizen or a Legal Resident Alien. Proof of said documentation is required (i.e. birth certificate)



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
 1111 Country Club Road Middletown, CT 06457-9294



Bail Enforcement Training Instructor Application

Check Type of Certification requested:

Bail Enforcement 20 Hour Criminal Justice Course Bail Enforcement Firearms (Gold Card) Course

Personal information:

Name of Applicant:	Date of Birth:	Place of Birth:
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Have you ever used any other name(s)? Yes No
 If yes, state all other names used:

Address:
**Any person approved as an Instructor shall notify the Department of Emergency Services and Public Protection of any changes of address not later than 2 business days after the change of address.*

Home Telephone Number:	Work/Business Telephone Number:	Cell Phone:
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Email Address

Driver's License No./Issuing State:	Permit to Carry No./State:	Social Security Number:
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Race	Sex	Height	Weight	Eye Color	Hair Color
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Statement of Citizenship: (attach proof of citizenship)

Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	If naturalized, detail when and where:
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Employment history (5 Year Minimum)– Begin with present or most current and work backwards, include dates of employment, duties/responsibilities, reason for leaving employment. *(Use additional paper if needed or attach resume)*

Are you currently vested with police powers? Yes No
Refer to C.G.S. Sec. 29-154c

If yes, please list Agency or Authority:

Education: (Indicate highest degree received. Attach copy of H.S. Diploma/GED cert or College Transcript)

Degree/Diploma	Year Degree Awarded	Name of College/University
<input type="checkbox"/> High School <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters/Doctorate Degree <input type="checkbox"/> Other		

List any schools or courses, which you believe qualifies you for the type of certification applied for:
 Include copies of training certificates or other credentials. *Use additional paper if necessary.*

Business Information:

Company Name that the lesson plan is submitted under:	Address:
Telephone Number:	Class Locations:

Conviction Information:

Have you ever been convicted of a violation of law, including any motor vehicle criminal offense?
 Yes Use additional paper if necessary. No

With regard to criminal history information arising from the State of Connecticut's jurisdiction: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes sections 46b-146, 54-76o or 54-142a. With regard to criminal history information arising from jurisdictions other than the State of Connecticut: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to the law of the other jurisdiction. Additionally, you are not required to disclose the existence of an arrest arising from another jurisdiction if you are permitted under the law of the other jurisdiction to swear under oath that you have never been arrested.

Date/Place:	Jurisdiction Court:	Charge:

Military Service: Yes No *(If "Yes" DD-214 or NGB-22 must be attached)*

Military branch or component	Highest Rank Attained	Type of Discharge
Duties Assignments		

Are you currently certified as a **Bail Enforcement Instructor** or **Bail Enforcement Firearms Instructor (Gold Card)** in this or any other state? Yes No

State	Cert. Number	Date Certification Expires

Please include disciplinary sanctions if any, i.e. denials or revocations?

You must submit the following items with this application. (Use check boxes to indicate items are attached. Incomplete packages will be returned)

- Fifty (\$50.00) Dollar Fee for Certification
- Two photographs (2" x 2" passport style)
- DD-214 or NGB-22 military discharge documentation which includes type of discharge and reenlistment codes
- All course material and lesson plans for the Bail Enforcement Firearms (Gold Card) Course and/or Bail Enforcement 20 Hour Criminal Justice Course
- Copy of Valid Firearms Permit, if applicable
- Copy of valid Drivers License
- Copy of Resume, employment history, education certificates or additional background information

I subscribe and affirm under penalties of false statement, that the statements made in this application have been examined by me and to the best of my knowledge and belief are true and correct. I also understand that false statements are punishable in Connecticut pursuant to C.G.S. Section 53a-157b (Class A Misdemeanor).

Signature of Applicant

Date of Oath

STATE OF: _____

SS

COUNTY OF: _____

PERSONALLY APPEARED:

ADDRESS: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notary Public, Justice of Peace or Commissioner of Superior Court
or pursuant to C.G.S. 1-24



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing & Firearms Unit



INSTRUCTIONS AND APPLICATION REQUIREMENTS FOR INDIVIDUALS
REQUESTING APPROVAL AS A BAIL ENFORCEMENT AGENT
(GOLD CARD) FIREARMS INSTRUCTOR

Rev. 07-11

Pursuant to Chapter 533a, Section 29-152m(b), of the Connecticut General Statutes, all **Armed** Bail Enforcement Agents are mandated to take an 8-hour training and firearms qualification course in order to receive the special firearms (gold card) endorsement in their Connecticut Permit to Carry Pistols or Revolvers. This course will insure that Armed Bail Enforcement Agents are trained and qualify with the firearms to be carried while conducting professional business.

The Commissioner of the Department of Emergency Services and Public Protection shall approve individuals to teach the Bail Enforcement Agent Personnel Firearms Course. To qualify as an instructor, applicants must possess one or more of the below listed minimum instructional credentials. Prior to instructor approval, applicants must also possess a Connecticut Permit to Carry Pistols or Revolvers, and the assigned permit number will be used as his approved instructor number.

1. Connecticut State Police or P.O.S.T. Firearms Instructor
2. FBI Firearms Instructor
3. NRA Security Firearms Instructor or NRA Police Firearms Instructor
4. Other recognized 40-hr. minimum firearms instructor certification, i.e. Smith & Wesson Academy, SIGARMS Academy, etc.

The applicant must also provide a **complete** lesson plan with all supporting documentation, including Phase One and Phase Two of the firearms range qualification course.

Long guns, such as rifles and shotguns, are **optional**. Should approval be sought to conduct **optional** long gun training in addition to the Bail Enforcement Agent Personnel Firearms Handgun Course, the applicant must also provide an **additional** lesson plan **and** firearms range qualification course specifically for each type of long gun to be taught and utilized (i.e. rifles versus shotguns).

Phone: (860)-685-8290 Firearms/Permits (860)-685-8160 Licensing Fax: (860)-685-8496

1111 Country Club Road
Middletown, CT 06457

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DEPARTMENT OF PUBLIC SAFETY
CONNECTICUT STATE POLICE
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**QUALIFICATIONS FOR INSTRUCTORS TEACHING
THE BAIL ENFORCEMENT AGENT 20 HOUR CRIMINAL JUSTICE COURSE**

To qualify as an instructor you must possess one or more of the following **minimum** instructional credentials:

- A. State Police Instructor
- B. FBI Instructor
- C. Connecticut P.O.S.T. Instructor
- D. A teacher that holds a current State level certification

Within five (5) years prior to the date of his application, an applicant for bail enforcement agent's license shall have successfully completed a course in the criminal justice system consisting of not less than (20) hours of study approved by the Commissioner of Public Safety. In determining whether he shall approve a course in the criminal justice system, the commissioner shall take into consideration the topics, if any, of the course and their relationship to the business of bail enforcement agent. A course of study of not less than twenty hours approved by the commissioner in the following, or their equivalent, shall meet the requirements.

- 1. History of bounty hunter; **(4 hours)**
- 2. Use of force to make arrest or to prevent escape; **(4 hours)**
- 3. Laws of arrest; **(2 hours)**
- 4. Constitutional laws or the criminal justice system; **(4 hours)**
- 5. Criminal procedure and laws concerning searches and seizures **(4 hours)**
- 6. Bail enforcement laws, Taylor v. Tainter, 83 (US) 16 wall at 366 (1872), and State v. Nugent (1986) Conn. **(2 hours)**

The applicant will also provide a **complete** lesson plan with all supporting documentation, as mentioned above. The course must be a **minimum of 20 hours** classroom instruction, plus the exam, and the following subject matter must be included in the course lesson plan as a minimum requirement. Only those course lesson plans submitted to and approved by the Department of Public Safety shall be used.

All instructors **MUST** retain the passing score of each student. This information is necessary to insure compliance with Chapter 533a and its regulations.

The Instructor Information Sheet must be **completed** legibly and must be submitted with each lesson plan. Any change of address or phone number must be submitted to the Special Licensing and Firearms Unit within five days of the change.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing & Firearms Unit



Bail Enforcement Agent Firearms
Instructor Information Sheet

Instructor Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Class Locations:

1) _____

2) _____

3) _____

Ranges Used:

1) _____

2) _____

3) _____

ALL INSTRUCTORS MUST SUBMIT A PROPER ADDRESS FOR HOME ADDRESS.
POST OFFICE BOXES WILL NOT BE ACCEPTED

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BAIL ENFORCEMENT AGENT FIREARMS CLASS
COURSE OF FIRE – HANDGUN

THIS IS THE REQUIRED QUALIFICATION COURSE FOR A
CONNECTICUT BAIL ENFORCEMENT AGENT FIREARMS PERMIT

Qualification course will be shot using two law enforcement-training targets and 60 rounds of ammunition. The weapon and ammunition must be the same type as used by the applicant on duty. A separate scorecard must be submitted for each weapon to be carried. **A score of 240 out of a possible 300 will be the minimum passing score.**

3 yds (6 rnds) – on command, draw utilizing a one hand hold and fire two rounds center chest and one round into the head, first target, then two chest, one head into the second target. Do not holster until the command is given to holster

5 yds (9 rnds) – on command, draw utilizing a two hand hold, fire two center chest, one head into first target. As you go to the second target, place the gun in your weak hand and fire two center chest and one head, keeping the gun in your weak hand go to the first target and fire two center chest and one head

7 yds (15 rnds) – on command, draw utilizing a two hand hold and fire five rounds standing no more than two at a time at a target, then ten rounds kneeling, no more than two rounds at a target at a time. Re-load when needed. All rounds into center chest. No more head shots

12 yds (10 rnds) – on command, draw utilizing a two hand hold and fire five rounds standing and five rounds kneeling. All center chest. No more than two rounds at a target at a time

20 yds (10 rnds) – on command, draw utilizing a two hand hold and fire five rounds standing and five rounds kneeling. All center chest. No more than two rounds at a target at a time

25 yds (10 rnds) – on command, draw and get into a prone position and fire five prone and then five kneeling. No more than two rounds at a target at a time. All center chest

NOTE: Students should be encouraged to utilize cover where appropriate. Long guns, such as rifles and shotguns, are optional. If long guns are taught, an additional similar minimum lesson plan and qualification is required.

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The initial Bail Enforcement Agent Handgun Course shall contain a minimum of eight (8) hours of classroom instruction, which shall cover at least the below subjects, **plus the range qualification**. Only those course lesson plans submitted to and approved by the Department of Emergency Services and Public Protection shall be conducted. The required subjects are listed below:

1. An Introduction to Handguns, Familiarization and Nomenclature (1/2 Hour)
2. Handgun Safety, including Home, Range and Worksite (1 Hour)
3. Basic Fundamentals of Handgun Shooting (1 Hour)
 - a. Grip, Stance, Sight Alignment, Breathing Control, Trigger Control and Follow Through
4. Handgun Liability, Use of Force, Use of Deadly Force (2.5 Hours)
 - a. Connecticut Firearms Laws
 - b. 53a-3 Definitions, 53a-19 Use of Physical Force in Defense of Person; 53a-20 Use of Physical Force in Defense of Premises; 53a-21 Use of Physical Force in Defense of Property and 53a-22 Use of Force in Making an Apprehension or Preventing Escape, etc.
 - c. Law Enforcement, Use of Force, etc.
5. Handgun Practical Shooting Techniques, Positions – Drawing, Reloading (1 Hour)
6. Handgun Care, Cleaning and Safe Storage (Storage Laws) (1 Hour)
7. Handgun (plus long guns, if taught) Written Exam to cover topical material, with a minimum passing score of 70% (up to 1 Hour)
8. Plus the required Handgun Qualification Course (time as needed)

NOTE: All instructors MUST retain the make and model of each firearm used by a student during training and all training records, including but not limited to, the qualifying score of each student with each firearm for a minimum of six (6) years. This information is necessary to insure compliance with Chapter 533a, Section 29-152m(b), and its regulations.

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CHAPTER 533a

BAIL ENFORCEMENT AGENTS

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Sec. 29-152e. License required. No person shall, as a surety on a bond in a criminal proceeding or an agent of such surety, engage in the business of taking or attempting to take into custody the principal on the bond who has failed to appear in court and for whom a rearrest warrant or a capias has been issued pursuant to section 54-65a unless such person is licensed as a professional bondsman under chapter 533, a surety bail bond agent under chapter 700f or a bail enforcement agent under sections 29-152f to 29-152i, inclusive.

(P.A. 97-287, S. 1.)

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Sec. 29-152f. Application for license. Requirements. Any person desiring to engage in the business of a bail enforcement agent shall apply to the Commissioner of Emergency Services and Public Protection for a license therefor. Such application shall set forth under oath the full name, age, date and place of birth, residence and occupation of the applicant. It shall also set forth under oath a statement of whether the applicant has been charged with or convicted of a crime, and such other information, including fingerprints and photographs, as required by the commissioner. The commissioner shall require the applicant to submit proof that he or she is at least twenty-one years of age and has received a high school diploma or an equivalent academic education. The

Services and Public Protection”, effective July 1, 2011.

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Sec. 29-152i. Suspension, revocation or nonrenewal of license. The Commissioner of Emergency Services and Public Protection may suspend, revoke or refuse to renew the license of any bail enforcement agent, provided notice shall have been given to the licensee to appear before the commissioner to show cause why the license should not be suspended, revoked or refused renewal, upon a finding by the commissioner that: (1) The licensee has violated any of the terms or provisions of sections 29-152e to 29-152m, inclusive, or section 38a-660a or any of the regulations adopted under section 29-152o; (2) the licensee has practiced fraud, deceit or misrepresentation; (3) the licensee has made a material misstatement in the application for issuance or renewal of such license; (4) the licensee has demonstrated incompetence or untrustworthiness in the conduct of the licensee's business; (5) the licensee is subject to a restraining or protective order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person; (6) the licensee has been convicted of a felony, a misdemeanor specified in section 29-152f, or other crime affecting the licensee's honesty, integrity or moral fitness; or (7) the licensee is unsuitable. The suspension or revocation of, or the refusal to renew, any bail enforcement agent's license shall also constitute the revocation of the bail enforcement agent's firearms permit issued pursuant to section 29-152m. Any bail enforcement agent who fails to surrender such license within five days of notification in writing of the suspension or revocation of, or refusal to renew, such license shall be guilty of a class C misdemeanor. Any party aggrieved by an order of the commissioner under this section may appeal therefrom in accordance with the provisions of section 4-183, except venue for such appeal shall be in the judicial district of Hartford.

(P.A. 88-230, S. 10, 12; P.A. 90-98, S. 1, 2; P.A. 93-142, S. 7, 8; P.A. 95-220, S. 4-6; P.A. 97-287, S. 5; June Sp. Sess. P.A. 98-1, S. 91, 121; P.A. 99-240, S. 21; P.A. 11-51, S. 134; P.A. 13-94, S. 4.)

History: (Revisor's note: P.A. 88-230, 90-98, 93-142 and 95-220 authorized substitution of “judicial district of Hartford” for “judicial district of Hartford-New Britain” in public and special acts of 1997, effective September 1, 1998); June Sp. Sess. P.A. 98-1 made technical changes, effective June 24, 1998; P.A. 99-240 gave the commissioner the authority to refuse to renew a license, added unsuitability as a basis to suspend, revoke or refuse to renew a license, provided that suspension, revocation or refusal to renew a license also revokes the firearms permit, made failure to surrender a license a class C misdemeanor and made provisions gender neutral; pursuant to P.A. 11-51, “Commissioner of Public Safety” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011; P.A. 13-94 added new Subdiv. (5) re licensee being subject to restraining or protective order and redesignated existing Subdivs. (5) and (6) as Subdivs. (6) and (7).

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Sec. 29-152j. Notice to courts and police departments of names of professional bondsmen and bail enforcement agents. The Commissioner of Emergency Services and Public Protection shall furnish to all courts and to all organized police departments in the state, the names of all persons licensed as professional bondsmen under chapter 533 or bail enforcement agents under the provisions of sections 29-152f to 29-152i, inclusive, and shall forthwith notify such courts and all such police departments of any change in any such bondsman's or agent's status or of the suspension or revocation of the license of any such bondsman or agent to engage in such business.

(P.A. 97-287, S. 6; P.A. 11-51, S. 134.)

History: Pursuant to P.A. 11-51, “Commissioner of Public Safety” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011.

(c) An application for a permit pursuant to this section shall be made on forms provided by the commissioner and shall be accompanied by a fee of sixty-two dollars. Such permit shall have an expiration date that coincides with that of the state permit to carry a pistol or revolver issued pursuant to section 29-28.

(d) A permit issued pursuant to this section shall be renewable every five years with a renewal fee of sixty-two dollars. Each holder of a permit issued pursuant to this section shall successfully complete an annual firearms safety refresher course approved by the commissioner as a condition of such renewal. The commissioner shall send, by first class mail, a notice of expiration of the bail enforcement agent firearms permit issued pursuant to this section, together with a notice of expiration of the permit to carry a pistol or revolver issued pursuant to section 29-28, in one combined form. The commissioner shall send such combined notice to the holder of the permits not later than ninety days before the date of the expiration of both permits, and shall enclose a form for renewal of the permits. A bail enforcement agent firearms permit issued pursuant to this section shall be valid for a period of ninety days after the expiration date, except this provision shall not apply if the permit to carry a pistol or revolver has been revoked or revocation is pending pursuant to section 29-32, in which case the bail enforcement agent firearms permit shall also be revoked.

(e) The commissioner shall adopt regulations in accordance with the provisions of chapter 54 concerning the approval of schools, institutions or organizations offering firearms safety courses, the requirements for instructors and the required number of hours and content of such courses.

(P.A. 97-287, S. 10; June Sp. Sess. P.A. 98-1, S. 92, 121; P.A. 99-240, S. 22; June Sp. Sess. P.A. 09-3, S. 315; P.A. 11-51, S. 134; P.A. 13-94, S. 6.)

History: June Sp. Sess. P.A. 98-1 made technical changes in Subsec. (a), effective June 24, 1998; P.A. 99-240 amended Subsec. (c) by providing for identical expiration dates on the two firearms permits required for bondsmen or agents and made provisions of entire section gender neutral; June Sp. Sess. P.A. 09-3 amended Subsec. (c) to increase permit fees from \$31 to \$62; pursuant to P.A. 11-51, "Commissioner of Public Safety" was changed editorially by the Revisors to "Commissioner of Emergency Services and Public Protection", effective July 1, 2011; P.A. 13-94 amended Subsec. (a) to add provision prohibiting issuance of special permit until applicant has been issued permit under Sec. 29-28, amended Subsec. (b) to delete provision re regulations, repositioning same as Subsec. (e), amended Subsec. (c) to make technical changes, and designated provisions of Subsec. (c) re expiration and renewal of permit as Subsec. (d) and amended same to require permit holder to successfully complete annual firearms safety refresher course as condition of renewal.

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Sec. 29-152n. Penalty. Any person who violates any provision of sections 29-152e to 29-152m, inclusive, for which no other penalty is provided, shall be guilty of a class D felony.

(P.A. 97-287, S. 11; P.A. 99-240, S. 23; P.A. 10-5, S. 52; P.A. 13-94, S. 9.)

History: P.A. 99-240 replaced stated fine and imprisonment with classification of violation of section as class D felony; P.A. 10-5 deleted reference to Sec. 38a-660a, effective May 5, 2010; P.A. 13-94 added "for which no other penalty is provided,".

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Sec. 29-152o. Regulations. The Commissioner of Emergency Services and Public Protection shall adopt regulations in accordance with the provisions of chapter 54 to carry out the provisions of sections 29-152f to 29-152i, inclusive.

(P.A. 97-287, S. 12; P.A. 11-51, S. 134.)

has practiced fraud, deceit or misrepresentation; (3) has made a material misstatement in the application for issuance or renewal of such approval; (4) has demonstrated incompetence or untrustworthiness in the conduct of the instructor's courses; (5) has been convicted of a felony, a misdemeanor specified in subdivision (2) of subsection (b) of this section or any crime affecting the instructor's honesty, integrity or moral fitness; or (6) is otherwise unsuitable. Any party aggrieved by an order of the commissioner under this subsection may appeal therefrom in accordance with the provisions of section 4-183, except venue for such appeal shall be in the judicial district of Hartford.

(P.A. 13-94, S. 7, 8.)

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Secs. 29-152q to 29-152t. Reserved for future use.

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