

# 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 15, 2011**

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

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

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

### “2012 RENEWAL YEAR”

**LICENSE TYPES: E-1, E-2, E-9, C-5, C-6, C-7, C-8,  
L-5, L-6, T-1, T-2, PV-1 and PV-2**

1. Each provider is required to submit 4 copies of their curriculum 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 15, 2011**.
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 being submitted in a “3 ring properly and orderly indexed/tabbed binder”, will be automatically rejected.**
4. Indexed/tabbed sections required: **(IN THE FOLLOWING ORDER – NO EXCEPTIONS)**
  - Application (must be completely filled out)
  - Certificates of Insurance
  - 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 **2012 Renewal Year**)
  - 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 (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 will be bound and distributed to each attendee which must include laws and standards, power point presentations, and calculations)
5. **All license holders attending classes shall be required to have their own copy of the 2005 National Electrical Code as well as a functioning calculator.**

6. **“Providers” shall not offer any continuing education classes on the premises of any employer.**
7. “Providers” may make accommodations for those attendees with special needs or other disabilities.
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.
9. 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.**
10. Providers must follow the State of Connecticut, Regulation of the Department of Consumer Protection Concerning Continuing Education for Electricians, Sec 20-334d-1.
11. Prior to holding the first class, each provider shall submit to Department of Consumer Protection a copy of the bound attendee handout book, and an electronic CD copy of their entire provider application and attendee handout book.
12. When all of the above conditions are meet, the provider will receive a letter indicating that their program has been approved. Without receipt of this approval letter, you may 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  
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

\_\_\_\_\_  
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)

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	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

Comments: \_\_\_\_\_  
\_\_\_\_\_

Mail to: Department of Consumer Protection  
Occupational & Professional Licensing Division  
Richard M. Hurlburt, Director  
165 Capitol Avenue  
Hartford, Connecticut 06106 (860) 713-6135

**“2012 RENEWAL YEAR”**  
**CONTINUING EDUCATION CURRICULUM OUTLINE**  
**FOR ALL ELECTRICAL LICENSE HOLDERS**

**PART 1 - LAWS AND STANDARDS – (INSTRUCTIONAL TIME: 1 HOUR)**  
**(ALL LICENSE CATEGORIES – LIMITED AND UNLIMITED)**

The following three sub categories covering the Connecticut General Statutes, the Related Building Codes and OSHA, as previously bound and distributed to each attendee is to be bound and distributed again this year for use as a reference by all attendees.

**Connecticut General Statutes –**

- A review of new statutes and/or amendments
- Chapter 393
- DOL Division of Wage & Workplace Standards FAQs for Employers

**Related Building Codes**

*Note: Instructors are to make a statement to each class, that electricians are not only required to follow the 2005 National Electrical Code (NEC), but are also required to comply with all State adopted codes, inclusive of all applicable State of Connecticut approved amendments and supplements, as listed below.*

International Residential Code - IRC (Chapters 33-42 as they are the electrical section of the IRC)

International Building Code - IBC

Connecticut State Building Codes

**2009 Connecticut Supplement:** Include electrical section in the curriculum manual. Also it is available by download from [www.ct.gov/dps](http://www.ct.gov/dps) , and then select “State Building Official”. Also select “State Fire Marshal” for additional fire code information.

**OSHA & Safety Related Work Practices**

**OSHA**

- 10 Most Common CT OSHA Citations for 2009. Citations are found at <http://www.ctdol.state.ct.us/osha/2010/qtly-Feb10.htm#citations>

NFPA 70E – Electrical Safety in the Workplace, current edition

Call Before You Dig

**PART 2 – NATIONAL ELECTRICAL CODE  
(Instructional Time: 3 Hours)**

**(FOR E1, E2 & E9 ELECTRICAL LICENSE HOLDERS ONLY)**

Using the 2005, 2008 and 2011 National Electrical Code Books, review all of the changes in Chapters 1 and 2 of each edition (2008 and 2011) by showing comparisons between each and incorporating calculations where applicable for interaction with students. Prepare example calculations for students to perform. Incorporate changes to the CT State Building Code as applicable when comparing the Chapters of the 2008 and 2011 editions.

**PART 2 – SPECIFIC CONTENT AREA RELATIVE TO LICENCE CLASS  
(Instructional Time: 3 Hours)  
(FOR C-5, C-6, C-7, C-8, L-5, L-6, T-1, T-2, PV-1 and PV-2 LICENSE  
HOLDERS ONLY)**

Mandatory 3.0 hours of course specific content as it relates to the specific license category of continued education credit as requested. For example, the alarm industry would offer courses related to security and fire alarms, while the network providers would offer courses specific to communications, all while referring to the changes in the 2005, 2008 and 2011 National Electrical Code Book in the appropriate Chapters that effect the limited license holders.

**SEND SUBMITTAL TO:**

Richard M. Hurlburt Director  
Department of Consumer Protection  
Occupational and Professional Licensing Division  
165 Capitol Ave. Room 110  
Hartford, CT. 06106  
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