

2024 CT License Renewals

Part I



Don't Do It

CT Licensing Laws



ELECTRIC AV

NO
OUTLET

CHAPTER 393*
ELECTRICIANS,
PLUMBERS, SOLAR, HEATING, PIPING
AND COOLING CONTRACTORS AND
JOURNEYMEN, ELEVATOR AND FIRE
PROTECTION SPRINKLER CRAFTSMEN,
IRRIGATION CONTRACTORS AND
JOURNEYMEN, AND
GAS HEARTH INSTALLER CONTRACTORS AND
JOURNEYMEN

Definitions as used in this Chapter

(1) “Contractor” means any person regularly offering to the general public services of such person or such person’s employees in the field of electrical work, plumbing and piping work, solar work, heating, piping, cooling and sheet metal work, fire protection sprinkler systems work, elevator installation, repair and maintenance work, irrigation work, automotive glass work or flat glass work, as defined in this section;

(2) “Electrical work” means the installation, erection, maintenance, alteration or repair of any wire, cable, conduit, busway, raceway, support, insulator, conductor, appliance, apparatus, fixture or equipment that generates, transforms, transmits or uses electrical energy for light, heat, power or other purposes, but does not include low voltage wiring, not exceeding twenty-four volts, used within a lawn sprinkler system;

(18) “Solar electricity work” means the installation, erection, repair, replacement, alteration, or maintenance of photovoltaic or wind generation equipment used to distribute or store ambient energy for heat, light, power or other purposes to a point immediately inside any structure or adjacent to an end use

(6) “Apprentice” means any person registered with the Labor Department for the purpose of learning a skilled trade;

Examining Boards

There shall be in the Department of Consumer Protection separate examining boards for each of the following occupations: (1) Electrical work;

_____ (2) plumbing and piping work; (3) heating, piping, cooling and sheet metal work; (4) elevator installation, repair and maintenance work; (5) fire protection sprinkler systems work; and (6) automotive glass work and flat glass work.

(b) The Electrical Work Board shall consist of twelve members who shall be residents of this state, One Shall be a general contractor or an unlimited contractor licensed for such occupation under this chapter, two of whom shall be Non-Union Unlimited Contractors, one of whom shall be an electronic technician licensed under chapter 394, four of whom shall be Union Member Unlimited Journeymen licensed for such occupation under this chapter, and four of whom shall be public members.

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

. 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

1	1
2	2
3	3
4	6
5	9
6	12
7	15
8	18
9	21
10	24

Ratio continues at 3 Journey persons
To 1 Apprentice and so on

To obtain a license under this chapter, an applicant shall have attained such applicant's eighteenth birthday and shall furnish such evidence of competency as the appropriate board, with the consent of the Commissioner of Consumer Protection, shall require. The applicant shall satisfy such board that such applicant is of good moral character, possesses a diploma or other evidence of graduation from the eighth grade of grammar school, or possesses an equivalent education to be determined on examination and has the requisite skill to perform the work in the trade for which such applicant is applying for a license and can comply with all other requirements of this chapter and the regulations adopted under this chapter.

The department shall conduct such written, oral and practical examinations as the appropriate board, with the consent of the commissioner, deems necessary to test the knowledge of the applicant in the work for which a license is being sought.

IMPORTANT!!

Any person completing the required apprentice training program for a journeyman's license under section 20-334a shall, within thirty days following such completion, apply for a licensure examination given by the department.

If an applicant does not pass such licensure examination, the commissioner shall provide each failed applicant with information on how to retake the examination and a report describing the applicant's strengths and weaknesses in such examination.

Any apprentice permit issued under section 20-334a to an applicant who fails three licensure examinations in any one-year period shall remain in effect if such applicant applies for and takes the first licensure examination given by the department following the one-year period from the date of such applicant's third and last unsuccessful licensure examination

Sec. 20-333a. Reciprocity.

Not likely to happen at this point in time!!

Must have agreements with other States and Vice-Versa

The Commissioner of Consumer Protection may, upon the payment of the appropriate fee, as provided in section 20-335, grant a license or a card of registration provided for in this chapter, without an examination, to any currently practicing, competent person who holds a similar license or card of registration granted by any other state, licensure jurisdiction within another state, the District of Columbia or any territory or commonwealth of the United States having licensure or registration requirements substantially similar to, or higher than, those of this state, if the licensing authority in such other state, licensure jurisdiction within another state, the District of Columbia or any territory or commonwealth of the United States may grant such similar license or card of registration, without an examination, to any currently practicing, competent licensee or registrant from this state. The commissioner, with the advice and consent of the appropriate examining board, may adopt regulations in accordance with the provisions of chapter 54 in order to carry out the provisions of this section.

Sec. 20-334. License or card of registration.
Requirements. Suspension or revocation.

(a) No person shall engage in, practice or offer to perform the work of any occupation subject to this chapter in this state, including offering to perform such work in any print, electronic, television or radio advertising or listing, unless such person has first obtained a license as provided in section 20-333, or possesses a card of registration from the Labor Department or the board and is subject to all of the regulations adopted under this chapter for the purpose of governing apprenticeship training, or has been issued a license for such particular work under this chapter prior to July 6, 1967.

Sec. 20-333. Examinations.

(b) The Department of Consumer Protection shall furnish to each qualified applicant a license certifying that the holder thereof is entitled to engage in the work or occupation for which the person has been issued a license under this chapter, and the holder of such license shall carry it on his person while engaging in such work or occupation. Such license shall be shown to any properly interested person on request. No such license shall be transferred to or used by any person other than the person to whom the license was issued. Contractors shall display their state license number on all commercial vehicles used in their business and shall display such number in a conspicuous manner on all printed advertisements, bid proposals, contracts, invoices and on all stationery used in their business. The department shall keep a register in which shall be entered the names of all persons to whom such licenses are issued. The register shall be at

(c) Each board established under section 20-331 may suspend or revoke any license or certificate granted or issued by it under this chapter if the holder of such license or certificate is convicted of a felony, is grossly incompetent, engages in malpractice or unethical conduct or knowingly makes false, misleading or deceptive representations regarding his work or violates the regulations adopted under this chapter. Before any such license is suspended or revoked, such holder shall be given notice and opportunity for hearing as provided in regulations adopted by the Commissioner of Consumer Protection. Any person whose license has been suspended or revoked may, **after ninety days**, apply to the board to have such license reinstated.

Sec. 20-334a. Types of licenses. (a) Except as otherwise provided in this section, the following licenses may be issued by the Department of Consumer Protection, upon authorization of the boards, under the provisions of section 20-333:

(1) (A) An unlimited contractor's license may be issued to a person who has served as a journeyman in the trade for which such person seeks a license for not less than two years and, if such service as a journeyman was outside this state, has furnished evidence satisfactory to the appropriate state board that such service is comparable to similar service in this state, or has furnished satisfactory evidence of education and experience and has passed an examination which has demonstrated that such person is competent in all aspects of such trade to be an unlimited contractor. (B) A limited contractor's license may be issued to a person who fulfills the requirements of subparagraph (A) of this subdivision as to a specific area or areas within the trade for which such person seeks a license.

(C) The holder of an unlimited or a limited contractor's license may, within the trade, or the area or areas of the trade, for which such holder has been licensed, furnish supplies and do layout, installation, repair and maintenance work and distribute and handle materials, provided nothing in this subdivision shall be construed to authorize the performance of any action for which licensure is required under the provisions of chapter 390 or 391. Such licensee shall furnish the board with evidence that such licensee will comply with all state requirements pertaining to workers' compensation and unemployment insurance and that such evidence shall be available to any properly interested person prior to the issuance of a license under this subdivision

(2) (A) An **unlimited journeyman's license** may be issued to any person who has completed a bona fide apprenticeship program, including not less than four years' experience in the trade for which such person seeks a license, and has demonstrated such person's competency to perform all services included in the trade for which a license is sought by successfully completing the applicable state licensure examination.

(B) **A limited journeyman's license** may be issued to a person who fulfills the requirements of subparagraph (A) of this subdivision in a specific area or areas of the trade for which such person seeks a license, provided the length of experience required may be less than four years for such area or areas of the trade.

(i) The Electrical Work Board shall authorize any person to install, service and repair residential security systems limited to twenty-five volts and five amperes in one to three-family residential dwellings, **provided the person is in the employ of an electrical contractor holding an E-1 unlimited contractor license or an L-5 contractor license** issued pursuant to subdivision (1) of subsection (a) of this section and the person has successfully completed an apprenticeship and training program established and approved by the Labor Department with the advice of the Connecticut State Apprenticeship Council.

Any person authorized to work under this subsection shall not perform telecommunications electrical work, as defined in section 20-340b, with the exception of work involving interface wiring from a residential security system to an existing telephone connection for monitoring purposes.

Any person who is authorized to work under this subsection shall, no later than fifteen months after being issued said authorization, secure an L-6 limited electrical journey person's license pursuant to subdivision (2) of subsection (a) of this section.

Sec. 20-334d. Continuing professional education requirements for electricians and plumbers. Regulations. Exemptions. (a) As used in this section:

(1) **“Accredited continuing professional education”** means any education of an electrician or plumber that is designed to maintain professional competence in the pursuit, practice and standards of electrical work or plumbing and piping work and that is approved by the commissioner and is provided by an organization, institution or agency that is approved by the commissioner;

(2) “Certificate of continuing education” means a document issued to an electrician or plumber by an organization, institution or agency approved by the commissioner that offers accredited continuing professional education, which (A) certifies that an electrician or plumber has satisfactorily completed a specified number of continuing education hours, and (B) bears the name of such organization, institution or agency, the title of the program, the dates during which the program was conducted, the number of continuing education hours satisfactorily completed and the signature of the director of such organization, institution or agency or the signature of the director’s authorized agent;

(3) “Commissioner” means the
Commissioner of Consumer Protection.

(b) The commissioner, with the advice and assistance of the Electrical Work Board established pursuant to subsection (b) of section 20-331, shall adopt regulations, in accordance with chapter 54, to (1) establish requirements for accredited continuing professional education for electricians licensed pursuant to sections 20-330 to 20-341, inclusive; (2) establish qualifying criteria for accredited continuing professional education programs and establish qualifying criteria for acceptable certificates of continuing education; and (3) provide for the waiver of required accredited continuing professional education for electricians for good cause. Such regulations shall require not less than four hours per year of accredited continuing professional education for such electricians, **except upon request of the Electrical Work Board, the commissioner may increase such hours to a maximum of seven hours.**

Sec. 20-334e. Eligibility of holders of L-5 or L-6 licenses to take licensure examination for C-5 or C-6 license.

Any person who has been issued an L-5 or L-6 license pursuant to subdivision (1) of subsection (a) of section 20-334a shall be eligible to take the licensure examination for a C-5 or C-6 license issued pursuant to subdivision (1) of subsection (a) of section 20-334a, provided such person submits a complete license application and a **nonrefundable application fee** pursuant to section 20-333 and provides satisfactory evidence of experience in the field of telecommunications work to the Electrical Work Board.

Sec. 20-335. License fee. Continuing professional education requirements. Expiration and renewal.

Any person who has successfully completed an examination for such person's initial license under this chapter shall pay to the Department of Consumer Protection a fee of one hundred fifty dollars for a contractor's license or a fee of one hundred twenty dollars for any other such license. All such licenses shall expire annually. No person shall carry on or engage in the work or occupations subject to this chapter after the expiration of such person's license until such person has filed an application bearing the date of such person's registration card with the appropriate board. Such application shall be in writing, addressed to the secretary of the board from which such renewal is sought and signed by the person applying for such renewal. A licensee applying for renewal shall, at such times as the commissioner shall by regulation prescribe, furnish evidence satisfactory to the board that the licensee has completed any continuing professional education required under sections 20-330 to 20-341, inclusive, or any

The board may renew such license if the application for such renewal is received by the board no later than one month after the date of expiration of such license, upon payment to the department of a renewal fee of one hundred fifty dollars in the case of a contractor and of one hundred twenty dollars for any other such license. For any completed renewal application submitted pursuant to this section that requires a hearing or other action by the applicable examining board, such hearing or other action by the applicable examining board shall occur not later than thirty days after the date of submission for such completed renewal application. The department shall issue a receipt stating the fact of such payment, which receipt shall be a license to engage in such work or occupation. A licensee who has failed to renew such licensee's license for a period of over one year from the date of expiration of such license shall have it reinstated only upon complying with the requirements of section 20-333. All license fees and renewal fees paid to the department pursuant to this section shall be deposited in the General Fund.

Sec. 20-336. Appeals. Any person aggrieved by any action of any board may appeal therefrom in accordance with the provisions of section 4-183.

Sec. 20-338. License as contractor and journeyman. Valid throughout state.

The Department of Consumer Protection shall issue a separate license to persons qualified to engage in work as contractors and as journeymen. Any person licensed under this chapter shall be permitted to perform the work or occupation covered by such license in any town or municipality of this state without further examination or licensing by any town or municipality.

Sec. 20-338a. Work required to be performed by licensed persons.

Any contractor who applies for a building permit from a local building official for any work required to be performed by a person licensed under the provisions of this chapter, shall cause such work to be performed by a person licensed under the provisions of this chapter.

Sec. 20-338b. Building permit applications. Who may sign.

Any licensed contractor who seeks to obtain a permit from a building official may sign the building permit application personally or delegate the signing of the building permit application to an employee, subcontractor or other agent of the licensed contractor, provided, the licensed contractor's employee, subcontractor or other agent submits to the building official a dated letter on the licensed contractor's letterhead, signed by the licensed contractor, stating that the bearer of the letter is authorized to sign the building permit application as the agent of the licensed contractor. The letter shall not be a copy or a facsimile, but shall be an original letter bearing the original signature of the licensed contractor. The letter shall also include: (1) The name of the municipality where the work is to be performed; (2) the job name or a description of the job; (3) the starting date of the job; (4) the name of the licensed contractor; (5) the name of the licensed contractor's agent; and (6) the license numbers of all contractors to be involved in the work.

Sec. 20-338c. Work not to
commence until permit obtained.

No person licensed pursuant to sections 20-330 to 20-341, inclusive, shall commence work within the scope of sections 20-330 to 20-341, inclusive, unless each applicable permit with respect to the specific work being performed by such licensee has been obtained as required pursuant to local ordinances and the general statutes.

Section 20-340 - Exemptions from licensing requirements

The provisions of this chapter shall not apply to:

- (1) Persons employed by any federal, state or municipal agency;
- (2) employees of any public service company regulated by the Public Utilities Regulatory Authority or of any corporate affiliate of any such company when the work performed by such affiliate is on behalf of a public service company, but in either case only if the work performed is in connection with the rendition of public utility service, including the installation or maintenance of wire for community antenna television service, or is in connection with the installation or maintenance of wire or telephone sets for single-line telephone service located inside the premises of a consumer;
- (3) employees of any municipal corporation specially chartered by this state;
- (4) employees of any contractor while such contractor is performing electrical-line or emergency work for any public service company;
- (5) persons engaged in the installation, maintenance, repair and service of electrical or other appliances of a size customarily used for domestic use where such installation commences at an outlet receptacle or connection previously installed by persons licensed to do the same and maintenance, repair and service is confined to the appliance itself and its internal operation;

(6) employees of industrial firms whose main duties concern the maintenance of the electrical work, plumbing and piping work, solar thermal work, heating, piping, cooling work, sheet metal work, elevator installation, repair and maintenance work, automotive glass work or flat glass work of such firm on its own premises or on premises leased by it for its own use;

(7) employees of industrial firms when such employees' main duties concern the fabrication of glass products or electrical, plumbing and piping, fire protection sprinkler systems, solar, heating, piping, cooling, chemical piping, sheet metal or elevator installation, repair and maintenance equipment used in the production of goods sold by industrial firms, except for products, electrical, plumbing and piping systems and repair and maintenance equipment used directly in the production of a product for human consumption;

(8) persons performing work necessary to the manufacture or repair of any apparatus, appliances, fixtures, equipment or devices produced by it for sale or lease;

(9) employees of stage and theatrical companies performing the operation, installation and maintenance of electrical equipment if such installation commences at an outlet receptacle or connection previously installed by persons licensed to make such installation;

(10) employees of carnivals, circuses or similar transient amusement shows who install electrical work, provided such installation shall be subject to the approval of the State Fire Marshal prior to use as otherwise provided by law and shall comply with applicable municipal ordinances and regulations;

(11) persons engaged in the installation, maintenance, repair and service of glass or electrical, plumbing, fire protection sprinkler systems, solar, heating, piping, cooling and sheet metal equipment in and about single-family residences owned and occupied or to be occupied by such persons; provided any such installation, maintenance and repair shall be subject to inspection and approval by the building official of the municipality in which such residence is located and shall conform to the requirements of the State Building Code;

(12) persons who install, maintain or repair glass in a motor vehicle owned or leased by such persons

(13) persons or entities holding themselves out to be retail sellers of glass products, but not such persons or entities that also engage in automotive glass work or flat glass work;

(14) persons who install preglazed or preassembled windows or doors in residential or commercial buildings;

(15) persons registered under chapter 400 who install safety-backed mirror products or repair or replace flat glass in sizes not greater than thirty square feet in residential buildings;

(16) sheet metal work performed in residential buildings consisting of six units or less by new home construction contractors registered pursuant to chapter 399a, by home improvement contractors registered pursuant to chapter 400 or by persons licensed pursuant to this chapter, when such work is limited to exhaust systems installed for hoods and fans in kitchens and baths, clothes dryer exhaust systems, radon vent systems, fireplaces, fireplace flues, masonry chimneys or prefabricated metal chimneys rated by Underwriters Laboratories or installation of stand-alone appliances including wood, pellet or other stand-alone stoves that are installed in residential buildings by such contractors or persons;

(17) employees of or any contractor employed by and under the direction of a properly licensed solar contractor, performing work limited to the hoisting, placement and anchoring of solar collectors, photovoltaic panels, towers or turbines;

(18) persons performing swimming pool maintenance and repair work authorized pursuant to section 20-417aa; and

(19) any employee of the Connecticut Airport Authority covered by a state collective bargaining agreement.

[CT Gen Stat § 20-341 \(2012\)](#)

(a) Any person who wilfully engages in or practices the work or occupation for which a license is required by this chapter or chapter 399b without having first obtained an apprentice permit or a certificate and license for such work, as applicable, or who wilfully employs or supplies for employment a person who does not have a certificate and license for

such work, or who wilfully and falsely pretends to qualify to engage in or practice such work or occupation, including, but not limited to, offering to perform such work in any print, electronic, television or radio advertising or listing when such person does not hold a license for such work as required by this chapter, or who wilfully engages in or practices any of the work or occupations for which a license is required by this chapter after the expiration of such person's license, shall be guilty of a class B misdemeanor, provided no criminal charges shall be instituted against such person pursuant to this subsection unless the work activity in question is reviewed by the Commissioner of Consumer Protection, or the commissioner's authorized agent, and the commissioner or such agent specifically determines, in writing, that such work activity requires a license and is not the subject of a bona fide dispute between persons engaged in any trade or craft, whether licensed or unlicensed. Notwithstanding the provisions of subsection (d) or (e) of section 53a-29 and subsection (d) of section 54-56e, if the court determines that such person cannot fully repay any victims of such person within the period of probation established in subsection (d) or (e) of section 53a-29 or subsection (d) of section 54-56e, the court may impose probation for a period of not more than five years. The penalty provided in this subsection shall be in addition to any other penalties and remedies available under this chapter or chapter 416.

(b) The appropriate examining board or the Commissioner of Consumer Protection may, after notice and hearing, impose a civil penalty on any person who engages in or practices the work or occupation for which a license or apprentice registration certificate is required by this chapter, chapter 394, chapter 399b or chapter 482 without having first obtained such a license or certificate, or who wilfully employs or supplies for employment a person who does not have such a license or certificate or who wilfully and falsely pretends to qualify to engage in or practice such work or occupation, or who engages in or practices any of the work or occupations for which a license or certificate is required by this chapter, chapter 394, chapter 399b or chapter 482 after the expiration of the license or certificate or who violates any of the provisions of this chapter, chapter 394, chapter 399b or chapter 482 or the regulations adopted pursuant thereto. Such penalty shall be in an amount not more than one thousand dollars for a first violation of this subsection, not more than one thousand five hundred dollars for a second violation of this subsection and not more than three thousand dollars for each violation of this subsection occurring less than three years after a second or subsequent violation of this subsection, except that any individual employed as an apprentice but improperly registered shall not be penalized for a first offense.

(c) If an examining board or the Commissioner of Consumer Protection imposes a civil penalty under the provisions of subsection (b) of this section as a result of a violation initially reported by a municipal building official in accordance with subsection (c) of section 29-261, the commissioner shall, not less than sixty days after collecting such civil penalty, remit one-half of the amount collected to such municipality.

(d) A violation of any of the provisions of this chapter shall be deemed an unfair or deceptive trade practice under subsection (a) of section 42-110b.

(e) This section shall not apply to any person who (1) holds a license issued under this chapter, chapter 394, chapter 399b or chapter 482 and performs work that is incidentally, directly and immediately appropriate to the performance of such person's trade where such work commences at an outlet, receptacle or connection previously installed by a person holding the proper license, or (2) engages in work that does not require a license under this chapter, chapter 394, chapter 399b or chapter 482.

2022 Connecticut State Building Code:

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**, intend to adopt 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)

In accordance with the requirements of sections **29-252b**, **29-292a** and **29-291e** of the Connecticut General Statutes, the agency accepted comments from the public for a period of forty-five (45) days, beginning January 31, 2022 through the close of business March 17, 2022.

Model Codes:

The following codes are proposed to be adopted into the next state codes:

- **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

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

**For the most currently adopted codes and Amendments
to the code PLEASE refer to above website**

EVALUATION FORMS:

The procedure for submitting the evaluation form for electrical continuing education courses has been moved to an online format. Please access the following link to complete and submit the form:

<https://portal.ct.gov/ELCeval>

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

Sec. 16. Section 21a-10 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2021*):

(c) For any Department of Consumer Protection license, certificate, registration or permit that requires the holder to complete continuing education requirements, the continuing education requirements shall be completed within the annual or biannual period that *begins and ends three months prior to the renewal date* for the applicable license, certificate, registration or permit, except for licenses issued pursuant to chapter 400j.

Sec. 23. **(NEW) (Effective January 1, 2022)** (a) No contract to perform work on a private residence, as defined in section 20-419 of the general statutes, by a contractor licensed pursuant to chapter 393 of the general statutes or any person who owns or controls a business engaged to provide the work or services licensed under the provisions of said chapter by persons licensed for such work, shall be valid or enforceable against an owner, as defined in section 20-419 of the general statutes, unless it: (1) Is in writing; (2) is signed by the owner and the contractor or business; (3) contains the entire agreement between the owner and the contractor or business; (4) contains the date of the transaction; (5) contains the name and address of the contractor and the contractor's license number or, in the case of a business, the name of the business owner, partner or limited liability member and the phone number and address of the business, partnership or limited liability company;

(6) contains the name and license number of any licensees performing the work, provided the name and license number of a licensee may be amended in writing during the term of the contract;

(7) contains a notice of the owner's cancellation rights in accordance with the provisions of chapter 740 of the general statutes; and (8) contains a starting date and completion date.

- **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.

CONTINUING EDUCATION FOR ELECTRICIANS AND PLUMBERS

INSTRUCTIONS AND REQUIREMENTS FOR PROVIDERS REQUESTING APPROVAL OF AN ONLINE CONTINUING EDUCATION COURSE

Effective as of May 26, 2022

Providers of continuing education for electricians and/or plumbers may offer training via an online virtual, live, and interactive classroom. When submitting the course(s) for approval, “online” should be noted as the course location on the application. The following rules and criteria must be followed for all online courses:

1. No classes shall be scheduled or conducted until such time that the approved provider receives a notice of approval from the Commissioner.
2. Curriculum for these classes shall be that which is currently approved for electricians for the 2022 and 2023 renewal cycles, and for plumbers for the 2022-2023 renewal cycle.
3. Online Virtual-Live-Interactive programs must meet the following criteria:
 - Capability to be interactive between students and instructor.
 - Capability of recording date, start and end time of class.
 - Capability of using a webcam or personal photograph online during the presentation.
 - Capability to poll students at various times during class to confirm attendance and participation. A minimum of 1 poll per hour is required of the instructor.
 - Must have electronic attendance tracker that records and logs in and out times for students.
 - Instructor shall have capability to “whiteboard” or draw freely and show that to the class.
 - Must allow students access to print all course reference materials before and during the training. Digital “handout booklets” shall be made available to the participant at time of initial registration by the provider.

- Must have chat capability.
 - Must be able to record and save each class for future reference or history. Approved provider to retain audio-visual recording for 30 days per PA 22-104. Other records, in accordance with 20-334d-1(f) of the Regulations of State Agencies, shall be maintained for 4 years.
 - Must have instructor screen sharing capability.
 - Must have capability to print attendance roster for reporting to PSI or other party as designated by the Commissioner.
4. Original Certificates of Completion shall be mailed to students within 5 business days of completing the course. No emailed certificates allowed.
 5. Class sizes shall be limited to a maximum of 25 students per class.
 6. Approved provider shall include DCP.OccSchool@ct.gov as an invited attendee for each class scheduled.
 7. A list of all class dates and times shall be provided to the Commissioner at least two weeks prior to the classes.
 8. Participants are not permitted to use cell phones during class time except in an emergency.
 9. Approved providers must advertise that participants are not permitted to use cell phones for this virtual-live interactive program because of the limited screen sizes. Only desktop, laptop and computer notebooks or tablets are permitted.
 10. Approved providers are required to have each participant prior to the class start to display their occupational license and photo id for confirmation of the attendee.
 11. Approved providers shall be available at least 30 minutes before class starts so that participants may contact the instructor with any technical problems accessing the program. Approved providers shall issue contact information of the instructor to each student upon initial registration.

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