

## **IDAPA 07.01.07011**

**CONTINUING EDUCATION REQUIREMENTS.** Journeyman and Master electricians must complete at least twenty-four (24) hours of continuing education instruction in every three (3) year period between updates of the National Electrical Code. The twenty-four (24) hours of instruction will consist of a minimum of sixteen (16) hours of code update covering changes included in the latest edition of the National Electrical Code. The Electrical Board will establish criteria for approval of instruction and instructors, and courses and instructors will be approved by the Bureau. Proof of completion of these continuing education requirements must be submitted to the Bureau prior to or with the application for license renewal by any such licensee in order to renew a journeyman or master electrician license for the code change year.

**012. COURSE APPROVAL REQUIREMENTS.** Continuing education courses for electricians must cover technical aspects of the electrical trade. Courses related to management, supervision, business practices, personal computer skills or first aid will not be approved. Courses will be approved as either code update or industry related based on the criteria as defined in this section.

### **01. General Course Requirements.**

- a. Courses must be at least four (4) hours in length.
- b. Courses must be taught by an instructor approved by the Electrical Bureau.
- c. The presentation should be delivered orally with the assistance of power point or other means of visual media. Pre-taped video or audio shall be held to a minimum.
- d. A course evaluation card shall be provided to all participants to evaluate course and presentation. The completed evaluation cards must be submitted to the Electrical Bureau.
- e. All programs are subject to audit by representatives of the Division of Building Safety or Idaho State Electrical Board for content and quality without notice and at no charge. Course and instructor approval are subject to revocation if the minimum requirements of course content or instructor qualifications are not met.
- f. Credit will not be given to a licensee who attended a course prior to that course being approved by the Division of Building Safety.

**02. Code Update Programs.** Code update programs must cover changes to the National Electrical Code utilizing pre-approved materials such as the NFPA-IAEI Analysis of Changes.

**03. Industry Related Programs.** Industry related programs shall be technical in nature and directly related to the electrical industry. Electrical theory, application of the National Electrical Code, grounding, photovoltaic systems, programmable controllers and residential wiring methods are examples of industry related programs.

### **04. Program Approval Procedures.**

- a. Program approvals shall be effective for one code cycle. Subsequent applications for the same program may incorporate by reference all or part of the original application.

**b.** An application for course approval may be obtained from the Electrical Bureau, 1090 E. Watertower, Meridian Idaho 83642, or from our website at [dbs.idaho.gov](http://dbs.idaho.gov). The application shall include:

1. the title and general description of the program
2. the name of the sponsor as it will appear on the completion certificate
3. the address and contact person for the sponsor
4. the names of the instructors and dates of approval by the Division of Building Safety or completed applications for the instructors
5. the hours of instruction to be presented – correspondence or on-line computer based courses must provide a minimum of twenty (20) questions to be answered by the student for each hour of credit requested for approval. For example four (4) hours of credit would require eighty (80) questions, eight hours of credit would require one hundred and sixty (160) questions.
6. an outline of the program
7. the cost of the program to the participant
8. a schedule of classes, including locations, dates and times
9. a list or sample of materials to be used in the program
10. a copy of the quiz to be given to the participants, if applicable
11. a copy or sample of the completion certificate
12. a copy of the evaluation card

**c.** Certificates of Completion. Certificates of completion must contain the following:

1. the date of the program
2. the title of the program
3. the location of the program
4. the name of the sponsor
5. the number of hours of credit completed
6. the name of the attendee
7. the license number of the attendee
8. the name of the instructor
9. the Idaho course approval number

**d.** Evaluation Cards. Evaluation cards or forms must be pre-addressed to the Division of Building Safety and must include the following:

1. the date of the program
2. the title of the program
3. the location of the program
4. the instructor's name
5. an evaluation of the course (e.g. poor, fair, good, very good, excellent)
6. an evaluation of the instructor's presentation skills

**05. Appeals.** Appeals for courses that have been denied approval shall be submitted in writing and shall be presented to the Idaho State Electrical Board within thirty (30) days for review. Decision by the Board on the appeal shall be final. Any further appeal shall be to the district court as provided by the Idaho Administrative Procedures Act as an appeal from a final agency action in a contested case proceeding.

**06. Instructor Approval Procedures.**

a. Instructor approvals shall be effective for one code cycle.

b. An application for instructor approval may be obtained from the Electrical Bureau, 1090 E. Watertower, Meridian Idaho 83642, or from our website at [dbs.idaho.gov](http://dbs.idaho.gov).

Documentation of the instructor qualifications must be included with the instructor application. The minimum qualification for an instructor shall be established by providing proof of one of the following:

1. Current and active Master or Journeyman Electrician license,
2. An appropriate degree related to the electrical field,
3. Other recognized experience or certification in the subject matter to be presented.

c. Any person denied instructor approval may appeal to the Idaho State Electrical Board within thirty (30) days. Decision by the Board on the appeal shall be final. Any further appeal shall be to the district court as provided by the Idaho Administrative Procedures Act as an appeal from a final agency action in a contested case proceeding.

**07. Revocation of Approval.**

a. The Idaho State Electrical Board may revoke, suspend, or cancel the approval of any continuing education program or instructor if the Board determines that the program or instruction does not meet the intent of furthering the education of electricians. Grounds for revocation of approval shall include, but not be limited to:

1. Failure of the instructor to substantially follow the approved course materials,
2. Failure to deliver instruction for the full amount of time approved for the course
3. Substantial dissatisfaction with the instructor's presentation or the content of the course or materials by the class attendees or representatives of the Division of Building Safety or Idaho State Electrical Board.

b. Decision by the Board on the appeal shall be final. Any further appeal shall be to the district court as provided by the Idaho Administrative Procedures Act as an appeal from a final agency action in a contested case proceeding.

**08. Requirements for Credit.** In order for a licensee to receive credit for attending a class, the following requirements must be met:

1. The class must have prior approval by the Electrical Bureau or a state that is reciprocal with Idaho for continuing education,
2. The instructors must be approved instructors for the program,
3. The licensee must submit a copy of the certificate of completion to the Electrical Bureau,
4. The course provider must provide a roster of attendees to include the name, license number and the number of hours to be credited.

**09. Schedule of Approved Classes.** The Electrical Bureau shall publish a list of approved classes at a minimum of once a year. This list shall be forwarded to all states that are members of the continuing education reciprocal agreement and shall be made available to any licensee via the Division of Building Safety website or by mail.