



New Jersey Office of the Attorney General

Division of Consumer Affairs
Board of Examiners of Electrical Contractors
124 Halsey Street, 6th Floor, P.O. Box 45006
Newark, New Jersey 07101
(973) 504-6410



Application for Continuing Education Course/Seminar Approval Checklist

Please utilize the following checklist when submitting a Sponsorship Application for Continuing Education. Failure to submit all required information and documentation may delay application processing.

- A complete application that includes the following:
 - Sponsor name, association or organization.
 - Contact information of sponsor, including address, telephone number, e-mail address, and fax number.
 - Name of contact person.
 - Course or seminar title and hours for each course you plan to offer. Note that breaks and Q&A periods are not counted towards class time.
 - Detailed description for each course or seminar you plan to offer.
 - Name(s) of instructor(s) for each course or seminar.
- Resume of instructor(s) for each course or seminar. The qualifications listed on the resume must match the course or seminar that is being offered.
- If you are an existing sponsor with the Board, please provide your current sponsor number _____.
- \$200 continuing education sponsorship fee payable to the "State of New Jersey." **Checks and money orders should be mailed immediately upon submitting application to:**

Board of Examiners of Electrical Contractors
P.O. Box 45006
Newark, NJ 07101

- E-mail completed application and supporting documentation to ElecCE@dca.lps.state.nj.us.

Please be advised that complete applications and fees must be submitted to the Board at least 60 days prior to the date the course or seminar is scheduled to begin.



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Instructions for Completing the Application for Continuing Education Course/Seminar Approval

Prior to renewing his/her license in 2015, a licensee will be required to have taken a total of 34 hours of continuing education during the triennial cycle of 2012-2015. This 34 hours of continuing education must consist of nine (9) hours of Code; one (1) hour of Law; and 24 hours of trade-related subjects. You may view all applicable regulations elsewhere on this website ([N.J.A.C. 13:31-1.7](#), Continuing Education Requirements).

The Board appreciates your interest in sponsoring, specifically, course(s)/seminar(s) which relate to the area termed "trade-related subjects." Below is an Application for Continuing Education Course/Seminar Approval. Please provide all of the information requested; note that this application provides space for a total of four (4) specific courses, but if that is not enough room to include all of the courses you wish to teach, the application may be reproduced. You must provide a course title, a brief course description and the instructor's name for each course/seminar. You are also requested to provide information relating to the length of time necessary to complete the course/seminar. Be sure to attach a detailed course outline for each course/seminar you wish to teach and a copy of the resume/curriculum vitae for each instructor you list.

Please note that pursuant to [N.J.A.C. 13:31-1.6](#), Fee Schedule, a sponsor is required to submit with his/her application a Continuing Education Sponsor Fee in the amount of \$200.00. Your certified check or money order should be made payable to the "State of New Jersey." Whether you are seeking Board approval for one (1) course or numerous courses, only one (1) check for \$200.00 is required, but only IF you submit all of your courses for approval at the same time. In other words, if you subsequently come back to the Board with additional courses and/or instructors for which you are seeking approval, you will be required to pay another Continuing Education Sponsor Fee (\$200.00). This "***all-at-one-time submission***" concept is to encourage sponsors to submit everything at one time so that the Board can review the entire package. Your check must be included with your Application for Continuing Education Course/Seminar Approval.

Please be aware that a sponsor of a course or program offering which has been previously approved by the Board shall reapply to the Board for approval of the course or program if there are any changes to the course content, hours of instruction or course lecturer. The sponsor shall resubmit to the Board the documentation and continuing education sponsor fee. If there are no changes in course content, hours of instruction or course lecturer for a previously approved course or program, the sponsor shall not be required to reapply to the Board for approval prior to offering the course or program in subsequent renewal periods.

Please also be advised that the Board does not allow a quiz/exam to be part of the instructional hours and should not be a requirement in order for the licensee to receive a certificate. Additionally, please do not request courses in half-hour increments, as the Board only approves full-hour increments.

To avoid delay, please review your application and entire submission for completeness. Please feel free to contact the Board if you have any questions regarding the application process for teaching continuing education. You may contact the Board's staff at (973) 504-6410.

Thank you for your interest in teaching continuing education. We look forward to hearing from you.

Sincerely,

Board of Examiners of Electrical Contractors



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Application for Continuing Education Course/Seminar Approval

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Date _____

Name of sponsor/provider: _____

Address: _____

Name of contact person: _____

Telephone number: _____ Fax number: _____
(include area code) (include area code)

E-mail address: _____ Other: _____

Note: If, as a sponsor, you previously submitted courses to the Board for approval, please indicate your sponsor # _____ .

Title of course(s)/seminar	Length of course (Hrs)
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1) _____	_____
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Course description:

Instructor: _____

2) _____	_____
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Course description:

Instructor: _____

Title of course(s)/seminar	Length of course (Hrs)
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3) _____

Course description:

Instructor: _____

4) _____

Course description:

Instructor: _____

Attach a detailed copy of each course outline that accurately describes the course's content.

Instructor's name	Previous assigned instructor number
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1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Attach a copy of each instructor's resume/curriculum vitae.

Submit to:

**Division of Consumer Affairs
 Board of Examiners of Electrical Contractors
 P.O. Box 45006
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Please feel free to call the Board office at (973) 504-6410 with any questions you may have regarding the completion of this Application for Continuing Education Course/Seminar Approval.