

ALABAMA STATE BOARD OF ELECTRICAL CONTRACTORS  
ADMINISTRATIVE CODE

CHAPTER 303-X-5  
CONTINUING EDUCATION

TABLE OF CONTENTS

303-X-5-.01 Continuing Education Courses Required  
 303-X-5-.02 Minimum Requirements For Course Provider Approval  
 303-X-5-.03 Contact Hours  
 303-X-5-.04 Computation Of Continuing Education Hours  
 303-X-5-.05 Advertisement By Approved Course Providers  
 303-X-5-.06 Revocation Of Approved Course Provider Or Instructor

303-X-5-.01 Continuing Education Courses Required.

(1) Every electrical contractor licensee of the Board must complete continuing education courses in subjects relating to electrical contracting to assure the safe and proper installation of electrical work and equipment in order to protect the life, health, and property of the public.

(2) Every electrical contractor licensee shall complete continuing education every two (2) years to renew the license on which he or she is currently listed, for the next annual license period, except as follows:

(a) licensed electrical contractors and journeymen electricians becoming qualified by examination during the 24-month period immediately preceding the license renewal date;

(b) qualified licensed electrical contractors who have elected an inactive status; or

(c) persons presenting and/or instructing at least 14 (fourteen) hours of approved courses of continuing education in an educational period.

(3) The electrical contractor licensee shall complete, during the two (2) year period (known as an educational period) immediately preceding the license renewal, a total of 14

(fourteen) hours of continuing education courses that have been approved by the Board. Seven (7) hours must be instruction in NEC/NFPA courses. An electrical contractor may accumulate additional hours over the required 14 (fourteen) hours in an educational period and carry forward not more than 6 (six) additional hours to be credited to the following two-year educational period. Successful completion by a licensee of any course or courses of continuing education shall be certified by the provider to the Board on a form provided by the Board. It is the licensee's responsibility to insure that the certifications are sent by the provider and received by the Board at least six (60) days before the expiration of the license. A late fee may be assessed by the Board upon any licensee whose certifications are not received by the Board six (60) days before the expiration of the license. This continuing education requirement may be waived by the Board in cases of undue hardship or inactive status as provided for in the Rules and Regulations of the Board. Failure of a licensee to document completion of the continuing education requirements to the satisfaction of the Board shall be grounds for disciplinary action, including denial of the renewal of the license or revocation of the license.

(4) The Board, pursuant to Code of Ala. 1975, §§34-36-8(b) and (c) and Rule 303-X-2-.03(3), is authorized to approve course providers, instructors, and courses. Because of differences in the electrical contracting industry and individual needs of licensees, each licensee must exercise judgment in selecting courses for which continuing education is claimed and in choosing only those courses that will advance the individual's knowledge. Licensees may not count the same course more than once during an educational period.

(5) All electrical contractor licensees of the Board must obtain the required continuing education hours by receiving credit for taking a course or courses offered by a provider approved by the Board. These courses may be offered in or outside of Alabama, provided that the Board may give subsequent approval to any courses taken outside the state of Alabama. This differs from Board approval for courses administered in the state of Alabama, which must be approved before the licensee takes the course. See Rule 303-X-5-.01(3), (4). On-line course education is considered as in-state education for the purposes of this Rule. In either event, the Board reserves the right to examine any and all courses offered for continuing education credit, pursuant to Code of Ala. 1975, §34-36-8(c).

(6) If a licensee completes a course administered by a provider not previously approved by the Board, that licensee may petition the Board for approval of a continuing education course

that the licensee has completed within the last ninety (90) days. A fee of \$25 must accompany the petition for approval.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History:** Filed March 7, 1986. **Repealed:** Filed February 14, 2011; effective March 21, 2011. **New Rule:** Filed December 5, 2012; effective January 9, 2013. **Amended:** Filed June 27, 2016; effective August 11, 2016.

### **303-X-5-.02 Minimum Requirements For Course Provider Approval.**

(1) Course providers may be, but are not limited to, colleges or universities, community colleges, trade associations, providers of self-study programs, employers, third party professional examination companies, or private instructors. The Board has sole authority to determine which course providers meet the standards for approval as set forth in these Rules. All providers who offer on-line or in-state education must be pre-approved by the Board for the course to be valid for continuing education purposes.

(2) Each course provider shall submit to the Board an application for continuing education provider approval on a form provided by the Board. The application shall include:

- (a) the name of the provider;
- (b) provider contact person, address, telephone number and email address; (Note: The contact person must have authority to conduct business with the Board, including the authority to respond to inquiries by the Board on behalf of the course provider.)
- (c) sample course title and outline;
- (d) course contact hours;
- (e) in the case of on-site education, sample course hand-out and a copy of the exam, if an examination is given;
- (f) in the case of on-line education, a sample course exam;
- (g) schedule of courses, if established, including dates, time and locations.

(3) The provider may be asked to furnish additional information to the Board, in addition to those items listed in Rule 303-X-5-.02(2).

(4) All courses offered by the provider shall last no fewer than one (1) contact hour.

(5) All courses offered by the provider shall cover articles of the current National Electrical Code, NFPA or other subject matter relevant to the electrical construction industry.

(6) If an examination is given, the licensee must attain a passing grade of at least 70% (seventy percent) on the examination at the conclusion of the course in order to receive continuing education credit.

(7) Each provider shall pay a provider fee of \$250. Each fiscal year, due upon approval and every October 1 thereafter, as long as the provider remains approved.

(8) The course provider shall provide the Board with a certified class roster of all licensees that successfully complete a course within 30 (thirty) days after the completion of each course. The provider is required to retain for a period of 5 (five) years: the names, Alabama Board of Electrical Contractors' license number, and number of hours earned, as well as the name, date and location of the course.

(9) The course provider shall provide each individual that successfully completes a course with a certificate of completion within 30 days after completion of each course.

(10) The Board shall approve or deny applications for providers at its regularly scheduled meetings or in specially called meetings, if necessary to further the Board's licensing authority in a timely manner. Appeals from denials shall be heard by the Board at the next regular meeting of the Board.

(11) Upon approval of the application, each approved provider shall agree to conduct courses in accordance with the Board's Rules and Regulations, including any amendments or changes it may implement in the future. The applicant shall indicate its agreement by signing a continuing education provider agreement form provided by the Board.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History: New Rule:** Filed December 5, 2012; effective January 9, 2013.

**303-X-5-.03      Contact Hours.**

(1) Approved courses must be offered for no fewer than one (1) contact hour. A contact hour is 50 minutes of instruction in the form of seminars, lectures, conferences, or learning modules; the remaining 10 (ten) minutes is to allow for breaks.

(2) Credit shall be granted to the licensee only upon completion of an entire course.

(3) No credit shall be granted for courses attended prior to being qualified by examination.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History: New Rule:** Filed December 5, 2012; effective January 9, 2013.

**303-X-5-.04      Computation Of Continuing Education Hours.**

(1) **Group Courses and Seminars: Non-college.** Continuing education credit for a group course that is not part of a college curriculum is given based on continuing education hours. A contact hour is 50 minutes of instruction. Credit is granted only for full continuing education hours.

(2) **College Courses.** Continuing education credit for a college course in the college curriculum is given based on college credit hours. One semester hour of college credit is 16 (sixteen) contact hours; and one continuing education unit is 10 (ten) contact hours.

(3) **On-Line Courses and Examination.** Continuing education credit for on-line course is given based on the average number of contact hours needed to complete the course. The course shall include study text and a written examination having a minimum of 10 (ten) questions and a minimum passing grade of 70%. A provider must determine the average number of contact hours it takes to complete the on-line course and submit this information with its application for continuing education course provider approval.

(4) **On-site Courses and Examination.** Continuing education credit for those on-site courses where an examination is given shall include a minimum of 10 (ten) questions and a

minimum passing grade of 70%. A provider must set the number of hours permitted to take the on-site examination and submit this information with its application for continuing education course provider approval.

(5) Totaling Annual Hours. No credit shall be allowed for a course having fewer than one (1) contact hour required for the licensee's license.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History: New Rule:** Filed December 5, 2012; effective January 9, 2013.

**303-X-5-.05      Advertisements By Approved Course Providers And Instructors**

(1) Approved course providers and instructors who state in their advertisements, brochures or other course descriptions that a particular course meets the requirement of the Alabama Board of Electrical Contractors for continuing education shall so state exactly as follows:

This course meets the requirements of the Alabama Board of Electrical Contractors for \_\_\_\_ contact hours of continuing education credit. This course is not provided by the Board.

(2) Only approved course providers and their instructors may represent or advertise that a particular provider and/or a course meets the Board's requirements for continuing education. If a provider advertises or represents falsely that it is approved or its course is approved, the Board may refer the matter to the appropriate authorities for action.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History: New Rule:** Filed December 5, 2012; effective January 9, 2013.

**303-X-5-.06      Revocation Of Course Provider Approval.**

(1) The Board may revoke, suspend or terminate the agreement with any approved continuing education course provider and/or instructor if the Board determines that either has failed

to comply with the terms of the agreement or the Rules of the Board.

(2) The Board shall have the authority to monitor courses to determine whether the course provider and instructor are complying with the terms of the agreement and the Rules of the Board.

(3) All course providers, whether approved by the Board or seeking approval from the Board, shall allow the members of the Board, the Executive Director or an appointed representative of the Executive Director to audit or review any course in whole or in part without notification to the provider or cost to the member/auditor/reviewer. If the course education is provided on-line, the necessary information for website examination access shall be submitted to the Executive Director by the provider before the commencement of the course. Failure to comply with these policies on course audit and/or review will be grounds for revocation of the provider's approval by the Board.

**Author:** Hendon B. Coody

**Statutory Authority:** Code of Ala. 1975, §§34-36-8(b); 34-36-8(c).

**History: New Rule:** Filed December 5, 2012; effective January 9, 2013.