

# NH ELECTRICIANS' BOARD

## REQUEST FOR COURSE APPROVAL

**FOR OFFICE USE ONLY**

**Continuing Education Number Assigned:**

Send completed request form to:  
Pamela Olin  
[pamela.olin@nh.gov](mailto:pamela.olin@nh.gov)  
NH OPLC – TECHNICAL DIVISION  
121 SOUTH FRUIT STREET, SUITE 201  
CONCORD, N.H. 03301

Submitted By:		Date:	
Location of Course:			
Course Title:			
Instructors Name(s):			
Contact Name:		Contact Phone:	
Contact E-Mail:			
Registration Phone:		Registration Website/Email:	
Education Hours Per Day:		Number of Days:	
<b>Method of Presentation</b>			
Types of audio equipment utilized:			
Types of visual equipment utilized:			
<b>For all Submissions Please Include:</b>			
<input type="checkbox"/> The provider's resume(s). (This includes all providers' instructing the course).			
<input type="checkbox"/> A copy of the provider's electrician license(s). (This includes all providers' instructing the course).			
<input type="checkbox"/> If not licensed in NH, a certified letter from the licensing agency verifying that the provider has a valid license in good standing.			
<input type="checkbox"/> A course outline with the significant changes made in the instruction for the current code cycle.			
<input type="checkbox"/> A course curriculum, which shall include the name of the program or the course material utilized.			
<input type="checkbox"/> A sample course certificate that includes the following:			
<input checked="" type="checkbox"/> Provider's name, business address and telephone number;			
<input type="checkbox"/> Year of the code change;			
<input type="checkbox"/> Name and electrician number of the electrician completing the course;			
<input type="checkbox"/> Date of code completion;			
<input type="checkbox"/> Number of hours provided in course; and			
<input checked="" type="checkbox"/> Provider's signature.			
<input type="checkbox"/> I agree to cover the NH Laws, Rules, Common Deficiencies and an awareness of NFPA 70E as part of or in addition to the 15 hours required.			
<input type="checkbox"/> I grant the Board permission to visit the program site for the purpose of assessing compliance with the Board's requirements for approval of licensing courses.			
Signature:			

TO: Providers of the 15 hours of continuing education on the 2017 NEC

The 2017 National Electrical Code is being published and will be distributed throughout the country. The NH Electricians' Board is accepting inquiries from prospective continuing education providers for approval by the Electricians' Licensing Board to teach the 2017 NEC code changes.

The Electricians' Board Education Committee has standardized guidelines for all providers to follow in developing their course outline and operation.

1. Providers shall submit, in writing, an outline of the course with their application.
2. Providers shall submit, in writing, to the Electricians' Licensing Board all scheduled 15-hour code courses with the time, date, and address where course will be held. (It's a possibility a Board member or Bureau representative could attend to monitor the course.)
3. Attendance shall to be taken three times during the scheduled day ... at the beginning of the day, after lunch break, and at the end of the day. Picture ID and Electrician's license are required for proof at registration and for proof of course completion before certificate is issued.
4. Classes must start and end at the scheduled time. Breaks and lunchtime are not considered part of the 15 hour class time.
5. One of the fifteen hours must include changes to RSA 319, the Administrative Rules, and to the list of 'Commonly Found Licensing Concerns and Installation Deficiencies' provided by the Electricians' Licensing Board.

RSA 319-C, Administrative Rules and the list of 'Commonly Found Licensing Concerns and Installation Deficiencies' can be found on the NH Electricians' Board web site. <http://www.oplc.nh.gov/electricians/index.htm> The Electricians' Board is going to continue the requirement for providers to submit the names of course attendees with New Hampshire licenses electronically. As in the 2014 cycle, we will not accept certificates as proof of continuing education for actual license renewal.

Once applications for new providers are approved the provider will receive a test packet and instructions for the electronic submittal. A provider number will be issued when the test submittal is received. Previously approved providers must acquire Board approval each code cycle.

The Electricians Board would like to thank all past continuing education providers for the service you have provided the electricians and citizens of our State. Your courses have kept New Hampshire on the cutting edge for highly trained electricians.

If you have any questions, please contact or write the Electricians' Licensing Board.