

1 **296-46B-970 Continuing education and classroom education requirements.**

2 (1) Definitions - For purposes of this section.

3 ~~(a)~~ "Applicant" means the entity submitting an application for review.

4 ~~(b)~~ "Application" means a submittal made by an applicant seeking instructor or class approval.

5 ~~(c)~~ "Calendar day" means each day of the week, including weekends and holidays.

6 ~~(d)~~ "Class" means continuing education or basic trainee class ~~or course.~~

7 "Currently adopted code," for this section, means the code adopted in WAC 296-46B-010(1) or  
8 any more recently published National Electric Code.

9 ~~(e)~~ "Contractor" means the entity who has contracted with the department to review and  
10 ~~approve/deny continuing education classes and instructors.~~

11 ~~(f)~~ "Date of notification" means the date of a request for additional information from the  
12 ~~contractor department~~ or the approval/denial letter sent to the applicant by the  
13 ~~contractor department.~~

14 "Examination" is any examination required by this section. Each examination must be unique  
15 and must provide randomized questions. Each examination question bank must be at least  
16 two times larger than the number of questions in any individual examination. Examinations  
17 must not direct or point the individual to a correct answer or reference. Individuals must be  
18 responsible to determine the correct answer without the assistance of the sponsor. No  
19 more than 20% of an examination's questions may have a true/false answer. Competency is  
20 demonstrated by scoring at least 75% on the examination.

21 ~~(g)~~ "Individual" means ~~an a master electrician,~~ administrator or electrician seeking credit for  
22 continuing education or a trainee seeking credit for basic trainee class education for renewal  
23 or certification.

24 ~~(h)~~ "Instructor" means an individual who is authorized to instruct an approved continuing  
25 education or basic trainee class.

26 ~~(i)~~ "Working day" means Monday through Friday, excluding state of Washington holidays.

27 (2) General.

28 (a) The department and the electrical board have the right to monitor all approved classes without  
29 notice and at no charge.

30 If the department or electrical board determines that the class or instructor does not meet or  
31 exceed the minimum requirements for approval, ~~or~~ course length, or instructor qualifications,  
32 the department may revoke the class and/or instructor approval and/or reduce the number of  
33 credited hours for the class.

34 (b) Department-offered classes and the instructors used for ~~those department~~ classes are  
35 automatically approved ~~and do not need to be sent to the contractor for review.~~

36 (c) Instructors who meet the minimum requirements using subsection (5)(~~bd~~)(~~iv~~)(~~D~~) of this section  
37 may only instruct classes sponsored by the manufacturer(s) who verified the instructors'  
38 qualifications ~~under subsection (5)(b)(i)(D) of this section.~~

**Comment [f1]:** Any change without a comment are grammatical only in nature, correct terminology/reference, or related to deletion of class contractor deletions.

Yellow highlighted changes are relevant to the discussion of basic trainee classes provided through the internet.

**Comment [f2]:** Unnecessary

**Comment [f3]:** Clarifies that all recently published NECs are acceptable.

**Comment [f4]:** New definition of examination incorporating the latest board policies.

**Comment [f5]:** Address a new statutory requirement for basic classroom training for trainees.

**Comment [f6]:** Clarification and addresses a new statutory requirement for basic classroom training for trainees.

1 (d) An individual will not be given credit for the same approved continuing education class taken  
2 more than once. A course sponsor may not submit an individual's name on a roster(s) for  
3 multiple classes (i.e., multiple class numbers) when the classes are given simultaneously (e.g.,  
4 code update, industry related, and/or basic ~~electrical classroom training~~ ~~trainee~~ class that have  
5 similar class content given during the same class session). ~~No credit will not~~ be granted for any  
6 class ~~that is~~ not approved per this section.

7 ~~(e) Telecommunications administrators do not require continuing education.~~

**Comment [f7]:** Unnecessary. Telecom AD are not required to have CEUs in statute.

8 ~~(f) Other Electrical~~ administrators, master electricians, and electricians:

9 (i) To be eligible for renewal of an administrator certificate, master electrician or electrician  
10 certificate of competency, the individual must have completed at least eight hours of  
11 approved continuing education for each year of the prior certification period. The  
12 individual is not required to take the classes in separate years.

13 (A) At least eight hours of the total required continuing education must be on the  
14 changes in the ~~2008 currently adopted code~~ ~~National Electrical Code~~. ~~For~~  
15 ~~certificate renewal, "currently adopted" means a valid course approved as code~~  
16 ~~update by the department and taken by the applicant since their last renewal~~  
17 ~~date.~~

**Comment [f8]:** Relocated to definitions.

18 (B) Four hours of the required continuing education must be on the currently  
19 adopted chapter ~~19.28~~ RCW and ~~/or~~ its related WAC~~(s)~~.

20 (ii) An individual changing an electrical administrator and an electrician certificate of  
21 competency into a master electrician's certificate of competency as allowed in RCW  
22 ~~19.28.191~~ (1)(a) or (b) must have completed at least eight hours of approved continuing  
23 education for each year of the ~~electrician's~~ prior ~~electrician~~ certificate period. The  
24 individual is not required to take the classes in separate years.

25 (A) ~~At least e~~Eight hours of the ~~total~~ required continuing education must be on the  
26 changes in the currently adopted ~~National Electrical C~~code. ~~For certificate~~  
27 ~~renewal, "currently adopted" means a valid course approved as code update by~~  
28 ~~the department and taken by the applicant since their last renewal date.~~

**Comment [f9]:** Relocated to definitions.

29 (B) Four hours of the required continuing education must be on the currently  
30 adopted chapter ~~19.28~~ RCW and ~~/or~~ its related WAC(s).

31 (iii) Any portion of a year of a prior administrator or electrician certificate period is equal to  
32 one year for the purposes of the required continuing educations.

33 (iv) An individual who has both an electrician certificate and an administrator certification  
34 may use the same class to fulfill the requirements for continuing education.

35 ~~(g)~~ Training certificates:

36 (i) To be eligible for renewal of a training certificate, the individual must have completed:

37 (A) ~~Effective July 1, 2011, At~~ least thirty-two hours of approved basic ~~classroom~~  
38 ~~electrical training~~ ~~trainee~~ classes and effective July 1, 2013, at least forty-eight  
39 hours of approved electrical training classes. The individual cannot use a basic  
40 ~~classroom electrical training~~ ~~trainee~~ class as credit for the continuing education  
41 requirements for renewing an electrician or administrator certificate(s) when  
42 the class is also used to satisfy the training certificate renewal requirements; or

**Comment [f10]:** Unnecessary date

43 (B) Equivalent electrical training classes taken as a part of an approved:

- 44 • Apprenticeship program under chapter ~~49.04~~ RCW; or

- 1 • Electrical training program under RCW 19.28.191 (1)(h).
- 2 Equivalent classes must be submitted to and approved by the chief electrical
- 3 inspector thirty calendar days prior to offering the class.
- 4 (ii) ~~Note that only~~ Only trainees seeking experience credit in the pump and irrigation (03) or
- 5 domestic pumping (03A) specialties may ~~take receive credit for~~ pumping industry basic
- 6 ~~classroom training~~ trainee classes;
- 7 ~~In addition,~~ Trainees working in the pump and irrigation (03) or domestic pump (03A)
- 8 specialties may be credited for courses approved as a part of the requirements for
- 9 plumber trainees required in RCW 18.106.070(5).
- 10 (h) A continuing ~~or basic trainee education~~ class attended or completed by an individual before the
- 11 class's effective date cannot be used to meet the certificate renewal/certification requirements.
- 12 ~~(i) If neither the electrical board nor the department has a contract in effect as described in this~~
- 13 ~~section, the department may, at its option, elect to act as the contractor. If a contractor is not in~~
- 14 ~~place and the department elects not to act as the contractor, the electrical board will act as the~~
- 15 ~~contractor. If either the electrical board or the department acts as the contractor, the following~~
- 16 ~~will apply:~~
- 17 ~~(i) The fee for class or instructor submittal is as set in WAC 296.46B.909.~~
- 18 ~~(ii) The electrical board or the department will:~~
- 19 ~~(A) Review the application for completeness within fifteen working days after receipt.~~
- 20 ~~(B) If the application is incomplete, notify the applicant within seven working days of the~~
- 21 ~~status of the review and what additional information is required.~~
- 22 ~~(C) Complete the review and approval/denial process within fifteen working days upon~~
- 23 ~~receipt of a complete application or additional requested information.~~
- 24 ~~(iii) An appeal of a denial by the department will be heard by the full electrical board in accordance~~
- 25 ~~with WAC 296.46B.995.~~
- 26 (3) Class and instructor – general approval process.
- 27 ~~(a) The contractor will review submitted class and instructor applications to determine whether the~~
- 28 ~~application meets the minimum requirements for approval.~~
- 29 ~~(a) The department will:~~
- 30 ~~(A) Review the application for completeness and conformance with the requirements in this~~
- 31 ~~section.~~
- 32 ~~(B) If the application is incomplete, notify the applicant within seven working days of the~~
- 33 ~~status of the review and if additional information is required.~~
- 34 ~~(C) Complete the review and approval/denial process within fifteen working days upon~~
- 35 ~~receipt of a complete application or additional requested information.~~
- 36 (b) The ~~contractor~~ department will deny approval of applications that do not meet the minimum
- 37 requirements.
- 38 (c) All applications will be considered to be new applications (i.e., Classes and instructors may not be
- 39 renewed. All applications must include all information necessary to show conformance with the
- 40 minimum requirements).
- 41 ~~(d) Minimum requirements.~~

**Comment [f11]:** Same as the requirement for other course providers.

**Comment [f12]:** Necessary to implement 2012 legislation for trainee certification.

**Comment [f13]:** Relocated process from contractor language in old (2)(ii) and (3)(a) above.

**Comment [f14]:** Deleted contractor language

1 ~~(i) Application review fees:~~  
2 ~~(A) The contractor may charge a fee for review of an application. Such fees, paid by the applicant, are~~  
3 ~~nonrefundable.~~  
4 ~~(B) The fee will be as set by contractor between the department and the contractor.~~  
5 ~~(C) The fee will be set for a minimum of one year.~~  
6 ~~(D) Upon mutual agreement between the department and the contractor, the fee may be raised or~~  
7 ~~lowered.~~  
8 ~~(#d) Application process:~~  
9 ~~(A) The applicant must submit a complete application to the contractor department at least~~  
10 ~~thirty calendar days prior to offering or instructing a class.~~  
11 ~~(B) The contractor department will only consider material included with the application~~  
12 ~~when reviewing an application.~~  
13 ~~(C) All applications will must consist of include:~~  
14 ~~• One copy of all material;~~  
15 ~~• (A) Applicant's name, address, contact name, email address, and telephone~~  
16 ~~number;~~  
17 ~~• (B) All required fees;~~  
18 ~~• Any other information the applicant wants to consider during the review; and~~  
19 ~~• Class applications will include:~~  
20 ~~☐ Sponsor's name, address, contact name, and telephone number;~~  
21 ~~☐ Class title;~~  
22 ~~☐ Number of continuing education hours requested for the class;~~  
23 ~~☐ Category of class for which approval is sought (i.e., code update, RCW/WAC update, industry~~  
24 ~~related, basic classroom electrical training, pumping industry, or pumping industry basic~~  
25 ~~classroom training);~~  
26 ~~☐ Any required examinations;~~  
27 ~~☐ Statement of whether the class is open to the public;~~  
28 ~~☐ Class syllabus (e.g., general description of the training, specific NEC articles referenced, time~~  
29 ~~allowed for various subject matter, etc.). Note that for all pumping industry classes, curriculum~~  
30 ~~must include fifty percent electrical and fifty percent plumbing instruction;~~  
31 ~~☐ List of resources (e.g., texts, references, etc.);~~  
32 ~~☐ Copies of all visual aids;~~  
33 ~~☐ Sample of the completion certificate;~~  
34 ~~• Instructor application will include:~~  
35 ~~☐ Instructor's name, address, telephone number;~~  
36 ~~☐ Copies of credentials or other information showing conformance with the instructor minimum~~  
37 ~~qualifications;~~

**Comment [f15]:** Allows electronic communication of material

**Comment [f16]:** Unnecessary

**Comment [f17]:** Relocated to (4)(a) below.

**Comment [f18]:** Unnecessary

**Comment [f19]:** Unnecessary

**Comment [f20]:** Unnecessary

**Comment [f21]:** Relocated to (5)(b) below.

**Comment [f22]:** Unnecessary

**Comment [f23]:** Unnecessary

- 1       ▲ The sponsor of a distance learning (i.e., correspondence and internet classes) class will provide the  
 2       following information with the application:
- 3       □ How will the sponsor provide an orientation session with the instructor or an affiliated  
 4       representative of the sponsor.
  - 5       □ The application must include a complete description of any hardware, software, or other  
 6       technology to be used by the provider and needed by the student to effectively engage in the  
 7       delivery and completion of the class material. Provide an assessment of the availability and  
 8       adequacy of the equipment, software, or other technologies. In the case of computer based  
 9       instruction, describe how the class software addresses automatic shutdown after a period of  
 10      inactivity.
  - 11      □ How will the sponsor provide security to ensure that the student who receives credit for the class is  
 12      the student who enrolled in and completed the class. The approved sponsor and the student  
 13      must certify that the student has completed the class and the required number of clock hours.
  - 14      □ The application must describe the process and the acceptable methods of how students can  
 15      contact approved instructors to answer questions regarding the class.
  - 16      □ The application must describe the consistent and regular interactive events appropriate to the  
 17      delivery method. The interactive elements must be designed to promote student involvement in  
 18      the learning process and must directly support the student's achievement of the class learning  
 19      objectives.
  - 20      □ The application must demonstrate that the class includes the same or reasonably similar  
 21      information content as a course that would otherwise qualify for the requisite number of clock  
 22      hours of classroom based instruction.
  - 23      □ The application must demonstrate how you determined the number of clock hours requested.
  - 24      □ The application must demonstrate how mastery of the material is provided by: Describing how the  
 25      material is divided into major learning units and describing how these learning units are divided  
 26      into modules of instruction, describing how the student's progress toward completion of the  
 27      mastery requirement will be measured, and describing how the class will provide a mechanism of  
 28      individual remediation to correct any deficiencies in each module of instruction.
- 29      (e) ~~Contractor's R~~ review process:
- 30      (i) When the application is received:
    - 31          ~~(A) T~~, the ~~contractor department~~ must:
      - 32              ~~(A)~~ Date stamp the application;
      - 33              ~~(B)~~ R review the application for completeness within seven working days after  
 34              receipt.
    - 35          ~~(iiB)~~ If the application is incomplete, the ~~contractor department~~ must, within two  
 36          working days, notify the applicant of the status of the review and what  
 37          additional information is required.
      - 38              • ~~(A)~~ The applicant must provide any additional information requested by  
 39              the ~~contractor department~~ within five working days after the date of  
 40              notification.
      - 41              • ~~(B)~~ The ~~contractor department~~ will deny the application if the additional  
 42              required information is not received within ~~the~~ five working days after  
 43              the date of notification for additional information.

Comment [f24]: Relocated to (4)(c)(ii)(F) below

Comment [f25]: Unnecessary

Comment [f26]: Delete unnecessary language.

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~~(iii) When the contractor has received a complete application, the contractor must review and evaluate the application for compliance with the minimum requirements.~~

~~(C) The contractor department must complete the review and approval/denial process within seven-fifteen working days upon receipt of a complete application or additional requested information and within two working days notify.~~

~~(A) The applicant of the approval/denial in writing or electronically, and~~

~~(B) The chief electrical inspector in writing and electronically. The contractor's electronic notification to the chief electrical inspector must be made in a format approved by the chief electrical inspector.~~

**Comment [f27]:** Allows for electronic communication of material.

(vii) A notification of denial must include:

- (A) Applicant's name and telephone number;
- (B) Date of denial;
- (C) Sponsor's name and class title if applicable;
- (D) Instructor's name if applicable; and
- (E) The reason for denial.

(viii) A notification of approval:

(A) For classes, must include:

- Applicant's name and telephone number;
- Sponsor's name and telephone number;
- ~~Sponsor number;~~
- Class title;
- Class number;
- Number of hours approved for the class. ~~Note that the contractor~~The department may reduce the hours requested in the application if the review shows that the requested number of hours is excessive;
- Effective date for this class;
- Expiration date of class;
- Category for which the class is approved (i.e., code update, RCW/WAC update, industry related, basic ~~classroom electrical training trainee class~~, pumping industry, or pumping industry ~~basic classroom training trainee class~~);
- ~~Sample of written class roster and attendance sheet;~~
- Type of class (i.e., classroom, correspondence, internet); and
- Whether the class is open to the public.

**Comment [f28]:** Issued by the department to track sponsors and their approved classes.

**Comment [f29]:** Unnecessary

~~(B)-(B)~~ For instructors, must include:

- Applicant's name and telephone number;
- Instructor's name and telephone number;

- Effective date for the approval; and
  - Expiration date of the approval.
- (vi) ~~Applicant's request for review of the contractor's decision;~~
- (iv) ~~The applicant's may request a review, by the Electrical Board, of the department's denial or modification of the application the contractor's decision to deny or modify an application. The applicant must submit a written~~  
 All requests for review ~~must be:~~
- ~~Made in writing to the Secretary of the Electrical Board – Chief Electrical Inspector – within twenty days of notification of the denial/modification. The request must~~
  - ~~Received by the chief electrical inspector within twenty calendar days of the contractor's denial; and~~
  - ~~Include accompanied by~~ a review fee of \$109.50. The review fee is nonrefundable.

**Comment [f30]:** Removes contractor language and clarifies the review request process is a board activity.

(4) Class approval process.

- (a) ~~Class applications must include:~~
- (i) ~~Sponsor's name, address, contact name, email address, telephone number, and sponsor's number (if a class was previously approved);~~
  - (ii) ~~Class title;~~
  - (iii) ~~Number of education hours requested for the class;~~
  - (iv) ~~Category of class for which approval is sought (e.g., code update, RCW/WAC update, industry related, basic trainee class, pumping industry, or pumping industry basic trainee class);~~
  - (v) ~~Statement that all requirements of this section will be complied with;~~
  - (vi) ~~Statement of whether the class is open to the public;~~
  - (vii) ~~Class syllabus (e.g., presentation method(s), description of the training, specific NEC/RCW/WAC articles taught, theory subjects, time allowed for various subject matter components, examination question samples, etc.) describing how the class meets the minimum requirements, described below, for the type of class being offered;~~
  - ~~(Bviii) For correspondence and internet instruction, the~~ The applicant must show that the sponsor regularly employs at least one staff member who meets the requirements for instructors in this section.
  - (ix) ~~List of resources (e.g., texts, references, etc.);~~
- (ab) Class approval will be valid for three years except:
- (i) If the class is "code update" and a new NEC is adopted by the department within the class approval period, the class approval will be considered automatically revoked; or
  - (ii) If the class is modified after the application is approved, the class approval will be considered automatically revoked (i.e., change in syllabus, hours, examination, etc.).
- (bc) Minimum requirements:
- (i) ~~Class length;~~

**Comment [f31]:** Relocated from old (3)(e)(ii)(C).

**Comment [f32]:** Will allow electronic communication of material

**Comment [f33]:** New declaration of conformity.

**Comment [f34]:** Clarification of the type of documentation necessary for approval/denial.

**Comment [f35]:** Relocated from old (4)(b)(iv)(B) for correspondence and internet sponsors. The requirement will now apply to all sponsors.

**Comment [f36]:** Relocated from old (4)(b)(ii)

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(A) The minimum allowed length of a class is two hours; however, the minimum length for a basic trainee class or pumping industry basic trainee class is eight hours that may be delivered in multiple classroom components of not less than two hours each.

(B) Class length must be based on two-hour increments (e.g., 2, 4, 6, 8, etc.).

(C) Class length must be based on the following:

- Classroom instruction will be based on the total hours the individual is in the classroom. A continuing education class may be divided into multiple components so long as each component is not less than two hours in length and all components are completed within a one-month period. A basic trainee class may be divided into multiple components so long as each component is not less than two hours in length and all components are completed within a two-month period.
- Correspondence and internet continuing education classes, distance learning, will be based on clock hours necessary to complete the class if it was presented in a classroom setting.

**Comment [f37]:** Longer timeline is necessary because of the requirement to complete each component before proceeding. For instance, one month would likely not allow completion if component 1 had to be retaken.

(iii) Class content:

(A) Industry-related classes must be based on:

- Codes or rules included in the ~~NEC~~currently adopted National Electrical Code (see definition of currently adopted), chapters ~~19,28~~ RCW or ~~296-46B~~ WACthe electrical law/rule;
- Electrical theory based on currently published documents that are readily available for retail purchase; and/or
- Materials and methods that pertain to electrical construction, building management systems, electrical maintenance, or workplace ~~health~~ electricaland safety such as NFPA 70E - Handbook for Electrical Safety in the Workplace. First aid type classes must be approved and will be limited to four hours of credit towards the individual's total continuing education requirement.

**Comment [f38]:** Reflects current policy. Described in definitions.

**Comment [f39]:** Per board discussion, reflects that safety training must be electrically related.

(B) Code update classes must be based on the ~~latest adopted~~ currently adopted (see definition) version of the NECNational Electrical Code and must specify the NEC-code articles to be addressed in the class presentation.

**Comment [f40]:** Reflects current policy. Described in definitions.

(C) RCW/WAC update classes must be based on the latest adopted versions of chapter ~~19,28~~ RCW and/or chapter ~~296-46B~~ WAC.

(D) All basic ~~classroom electrical training~~trainee classes and pumping industry basic ~~classroom training~~trainee classes must be classroom instruction only and based upon basic electrical theory, ~~currently adopted~~ (see definition for currently adopted) use of the NECNational Electrical Code, and/or use of the electrical laws ~~and-or~~ rules.

**Comment [f41]:** Reflects current policy. Described in definitions.

Correspondence ~~and internet~~ classes are not allowed.

**Comment [f42]:** Allows internet classes. See below for criteria.

All basic ~~classroom electrical training~~ trainee classes must include an appropriate written ~~competency~~ examination(s) to ensure the participant ~~understands-has mastered~~ the basic concepts of the class. The examination must consist of at least five questions per two hours of class credit.

**Comment [f43]:** Current practice to help ensure appropriate examinations.

1 successfully complete the class, the participant must score at least seventy  
2 percent on the examination.

3 Internet based distance learning classes may be approved based upon the  
4 following criteria. The sponsor must demonstrate that:

- 5 • The instructor is required to and has the ability to ensure that all  
6 students are in attendance and participate interactively for the  
7 duration of the class;
- 8 • The class has synchronous audible and visual interaction between the  
9 instructor and students for the duration of the class;
- 10 • A demonstration of competency is shown by the student for each  
11 component by successfully completing a written examination. The  
12 sponsor may administer the examination as a synchronous or  
13 asynchronous component of the internet based class. Failure to  
14 demonstrate competency, at any component level will require the  
15 student to repeat the failed component before being allowed to  
16 proceed to the next component or be considered to have not  
17 successfully completed the class. See the definition of examination for  
18 additional requirements;
- 19 • The class includes written supplemental subject matter provided to the  
20 students as a part of the class;
- 21 • The class includes a list of suggested alternative learning resources.

22 (E) In addition, for all pumping industry classes, curriculum must include fifty  
23 percent electrical and fifty percent plumbing instruction.

24 (F) The sponsor of any distance learning class (i.e., correspondence/internet  
25 continuing education or internet basic trainee classroom) must provide the  
26 following additional information with the application:

- 27 • How the sponsor will provide an orientation session with the instructor  
28 or an affiliated representative of the sponsor;
- 29 • The application must include a complete description of any hardware,  
30 software, or other technology to be used by the provider and needed  
31 by the student to effectively engage in the delivery and completion of  
32 the class material.
- 33 • In the case of internet based continuing education classes, describe how  
34 the class software addresses automatic shutdown after a period of  
35 inactivity.
- 36 • How will the sponsor provide security to ensure that the student who  
37 receives credit for the class is the student who enrolled in and  
38 completed the class. The approved sponsor and the student must  
39 certify that the student has completed the class and the required  
40 number of clock hours.
- 41 • The application must describe the process and the acceptable methods  
42 of how students can contact approved instructors to answer questions  
43 regarding the class.
- 44 • The application must describe the consistent and regular interactive  
45 events appropriate to the delivery method. The interactive elements

**Comment [f44]:** Relocated to examination definition.

**Comment [f45]:** Allows classes to be provided using emerging technology that simulate a classroom experience.

Cost saving to students and sponsors.

**Comment [f46]:** Relocated from (3) above.

1 must be designed to promote student involvement in the learning  
2 process and must directly support the student's achievement of the  
3 class learning objectives.

4 • The application must demonstrate that the class includes the same or  
5 reasonably similar information content as a course that would  
6 otherwise qualify for the requisite number of clock hours of  
7 classroom-based instruction.

8 • The application must demonstrate how the sponsor determined the  
9 number of clock hours requested.

10 • The application must demonstrate how mastery of the material is  
11 evaluated (e.g., describing how the material is divided into major  
12 learning units and describing how these learning units are divided into  
13 modules of instruction, describing how the student's progress toward  
14 completion of the mastery requirement will be measured, and  
15 describing how the class will provide a mechanism of individual  
16 remediation to correct any deficiencies in each module of instruction).

17  
18 (ii) Class length:

19 (A) The minimum allowed length of a class is two hours; however, the minimum  
20 length for a basic classroom electrical trainee classroom training or pumping  
21 industry basic classroom trainee classroom training is eight hours that can be  
22 delivered in multiple classroom sessions of not less than two hours each.

23 (B) The maximum allowed credit for a class is twenty-four hours.

24 (C) Class length must be based on two-hour increments (e.g., 2, 4, 6, 8, etc.).

25 (D) Class length must be based on the following:

26 ▲ Classroom instruction will be based on the total hours the individual is in  
27 the classroom. A class may be divided into multiple sections so long as  
28 each section is not less than two hours in length and all sections are  
29 taken within a one-month period.

30 ▲ Distance learning (i.e., correspondence and internet classes) will be  
31 based on clock hours necessary to complete the class if it was  
32 presented in a classroom setting. See the application process in  
33 subsection (3)(d)(iii) of this section for distance learning classes for  
34 additional information.

35 (iii) Certificates of completion:

36 (A) The sponsor must award a completion certificate to each individual successfully  
37 completing the approved class. To successfully complete a correspondence or internet  
38 class, a participant must score at least 70% on the examination required for the class.

39 (B) The completion certificate must include the:

40 ▲ Name of the participant;

41 ▲ Participant's Washington certificate number;

42 ▲ Name of sponsor;

43 ▲ Date of class;

Comment [f47]: Relocated to (4)(c)(i)

Comment [f48]: Unnecessary

Comment [f49]: Unnecessary

- 1           ▲ Name of instructor;
- 2           ▲ Location of class: ~~□ If a classroom-type class, the city and state in which the class was given;~~
- 3           ~~□ If a correspondence class, state the class is a correspondence class;~~
- 4           ~~□ If an internet class, state the class is an internet class;~~
- 5           ▲ Class approval number;
- 6           ▲ Number of continuing units; and
- 7           ▲ Type of continuing education units.
- 8           (iv) ~~Instructors:~~

- 9                   (A) ~~For classroom instruction except first-aid training, all instructors must be~~
- 10                   ~~approved per this section; and~~
- 11                   (B) ~~For correspondence and internet instruction, the applicant must show that the~~
- 12                   ~~sponsor regularly employs at least one staff member who meets the~~
- 13                   ~~requirements for instructors in this section.~~

**Comment [f50]:** Relocated to (5)

**Comment [f51]:** Relocated to (5)(a)

**Comment [f52]:** Relocated to (4)(a)(viii)

14 (5) Instructor approval process:

- 15           (a) ~~Except first-aid training, all instructors must be approved per this section~~
- 16           (b) ~~The instructor application will include:~~
  - 17                   (i) ~~Instructor's name, address, telephone number, email address;~~
  - 18                   (ii) ~~Copies of credentials or other information showing conformance with the instruction~~
  - 19                   ~~minimum qualifications.~~
- 20           (ac) Instructor approval will be valid for three years except:
  - 21                   (i) If the instructor's credentials are invalidated (e.g., suspension or revocation by the issuing
  - 22                   entity) for any reason, approval will be automatically revoked.
  - 23                   (ii) When the instructor approval expires or is revoked, a new application must be submitted
  - 24                   to regain approved instructor status.
- 25           (bd) Minimum requirements:
  - 26                   (i) The application must show that the instructor meets one of the following:
    - 27                           (A) Has a valid Washington administrator, master electrician, or electrician's certificate and
    - 28                           has appropriate knowledge of and experience working as an electrical/electronic
    - 29                           trainer; or
    - 30                           (B) Is currently an instructor in a two-year program in the electrical construction trade
    - 31                           licensed by the Washington work force training and education coordinating board. The
    - 32                           instructor's normal duties must include providing electrical/electronic education; or
    - 33                           (C) Is a high school vocational teacher, community college, college, qualified instructor
    - 34                           with a state of Washington approved electrical apprenticeship program, or university
    - 35                           instructor. The instructor's normal duties must include providing electrical/electronic
    - 36                           education; or
    - 37                           (D) Works for and is approved by a manufacturer of electrical products to teach electrical
    - 38                           continuing education.
  - 39                   (ii) ~~Any other information the applicant wants to be considered during the review.~~

**Comment [f53]:** Relocated from old 4(b)(iv)(A)

**Comment [f54]:** Relocated from old (3)(d)(ii)

**Comment [f55]:** Clarification

**Comment [f56]:** Unnecessary

1 (6) Forms

2 (a) The ~~contractor department~~ will:

3 ~~develop an appropriate form(s) for the applicant's use when submitting for instructor or class~~  
4 ~~approval;~~

5 (b) Applicants must use the ~~contractor's department's~~ form when submitting an application for  
6 review

7 ~~(7) Publications: The contractor will provide the department with appropriate material for use by the~~  
8 ~~department on the electrical program web site and may post the application process, review, and~~  
9 ~~approval requirements on the contractor's website.~~

10 ~~(8)~~ Class attendance:

11 ~~(a) The contractor is not responsible for monitoring any individual's attendance or class~~  
12 ~~completion.~~

13 ~~(ba)~~ The department is not responsible for providing verification of an individual's continuing  
14 education or basic ~~electrical-trainee~~ classroom training history with the class sponsor;

15 ~~(eb)~~ Electrical approved classes offered in Washington:

16 (i) The sponsor must provide the department with an accurate ~~online~~ course  
17 attendance/completion roster for each class given. Class attendance will only be verified  
18 based on the ~~online~~ attendance/completion roster provided by the sponsor. ~~Completion~~  
19 ~~certificates are not an acceptable method of verifying attendance at a class approved in~~  
20 ~~Washington under this chapter.~~

**Comment [f57]:** Clarify that the online roster is the only acceptable method of reporting attendance by the sponsor.

**Comment [f58]:** Clarifies that a paper roster is not acceptable. Providers have use an online roster for several years. Submitted by the department.

21 (A) Within seven days of a student completing the class, the course sponsor must  
22 provide the attendance/completion roster in an internet format provided by  
23 the department.

**Comment [f59]:** Relocated to (2)(d)

24 (B) The attendance/completion roster must show each individual's name,  
25 Washington certificate number, class number, ~~location of class, and~~ date of  
26 completion, ~~and instructor's name.~~

**Comment [f60]:** Unnecessary

27 ~~(ii) The sponsor must provide the individual a certificate of completion within fifteen days~~  
28 ~~after successful class completion for the individual's personal records. See subsection (4)~~  
29 ~~of this section.~~

**Comment [f61]:** Relocated to (7)(b)

30 ~~(iii)~~ Individuals will not be granted credit for a class unless the sponsor's ~~online~~  
31 attendance/completion roster shows the individual successfully completed the class.

32 (d) For classes approved under chapter ~~18.106~~ RCW for the pumping industry, a class number will be  
33 created for electrical continuing education. Sponsors for these classes must verify attendance for  
34 the electrical credit using the format described in subsection ~~(eb)~~ of this section.

35 (9) ~~Contractor requirements:~~

36 ~~(a) The contractor cannot be a sponsor or instructor.~~

37 ~~(b) The contractor cannot be an employee of the department.~~

38 ~~(c) The contractor must:~~

- 1 (i) ~~Be an independent entity with no organizational, managerial, financial, design, or promotional affiliation~~  
2 ~~with any sponsor or instructor covered under the contractor's review and approval/denial process;~~
- 3 (ii) ~~Employ at least one staff member having a valid 01-General Administrator or 01-General Master Electrician~~  
4 ~~Certificate. This staff member:~~
- 5 (A) ~~Is responsible for reviewing and determining an application's approval or denial; and~~
- 6 (B) ~~Must sign the written notification provided to applicants for all approvals and denials;~~
- 7 (iii) ~~Receive, review, and process all applications as required in this section;~~
- 8 (iv) ~~Allow the department access to the contractor's facilities during normal working hours to audit the~~  
9 ~~contractor's ability to conform to the contract requirements;~~
- 10 (v) ~~Treat all applications as proprietary information;~~
- 11 (vi) ~~Respond to and attempt to resolve complaints contesting the review or approval/denial process~~  
12 ~~performed by the applicant;~~
- 13 (vii) ~~Notify the department within ten working days of any change in business status or ability to conform to~~  
14 ~~this section;~~
- 15 (viii) ~~Maintain one copy, original or electronic, of all applications and associated materials for a period of three~~  
16 ~~years from the date of receipt.~~
- 17 Fraudulent, inaccurate, or material misrepresentation activity by a course sponsor or instructor.
- 18 (a) Before a course sponsor or instructor is revoked or suspended for fraudulent, inaccurate, or  
19 material misrepresentation activity, the course sponsor or instructor will be given written notice  
20 of the department's intention to suspend or revoke. The notification will describe the allegations  
21 and provide the necessary procedures to request a hearing before the Electrical Board as  
22 described in RCW 19.28.341.
- 23 (b) The department may also file a civil penalty action under chapter 19.28 RCW for fraudulent,  
24 inaccurate, or material misrepresentation activity.

**Comment [f62]:** Clarifies process when fraud or misrepresentation occurs. Submitted by the department.