



CONTINUING EDUCATION REQUIRMENTS

EVERY State of Iowa-licensed Master and Journeyman electrician, whether a Class A or Class B licenses, is required to prove that he or she has completed the required hours of Continuing Education upon requesting renewal of the license in 2013. The required hours must be of Board-approved classes, of which 6 credit hours must be a study of the National Electrical Code. Any remaining required hours may be of other Board-approved “related electrical material” or they may also be a study of the Code. During the first 3-year license-term, not everyone was licensed immediately, and some were issued licenses that were valid for less than 3 years. Master or Journeymen whose licenses were issued for a period of less than three years well be responsible for proof of the required Continuing Education hours, pro-rated according to which year the license was issued. Please see the display below to determine the number of Continuing Education hours to meet the license renewal requirement.

Year License Issued	National Electrical code Related	Other Electrical	Total hours needed for Renewal
2011	06 hours	12 hours	18 hours
2012	06 hours	06 hours	12 hours
2013	06 hours	00 hours	06 hours

IMPORTANT:

The licensee is responsible for keeping track of his or her own Continuing Education hours. It is not the responsibility of the Board’s staff. During the license renewal process, for auditing purposes, the licensee may be asked to provide proof of Continuing Education attendance by way of a class-issued certificate. Credit will not be given for classes without a certificate, possibly delaying or prohibiting the license renewal.

- 18 hours of Continuing Education is required prior to license renewal, with a minimum of 6 hours of electrical code, and an additional 12 hours of related electrical installation technique for ALL State of Iowa licensed Masters and Journeymen, whether Class A or Class B. This information is in the letter sent out with the licenses. There is now a prorated amount of required Continuing Education based on the year the license was issued; and that information is available at http://www.dps.state.ia.us/fm/electrician/continuing_ed/pdfs/Continuing_Education_Requirements.pdf
- The information on the Continuing Education spreadsheet has been compiled from the rosters received from the instructors. **If there is a discrepancy with what is posted, the first step making a correction is to contact the instructor of the course.**
- The “Approved” Continuing Education classes from “Approved Instructors” are listed at <http://www.dps.state.ia.us/fm/electrician/index.shtml> > Continuing Education>Approved Continuing Education Courses>Open To All Electricians, or Private Groups.
- If a class was taken and it was not given by an “Approved Instructor”, there is no Continuing Education credit given toward renewal.
- If an “Approved Instructor” gives a class that has not been pre-approved, no credit will be given for that class.
- Instructors are responsible to make sure that the attendance rosters are turned in to the Licensing office within 30 days of class completion, so that everyone who attended receives credit. If the class was an “Approved Class” from an “Approved Instructor”, but the instructor failed to turn in the attendance roster to our office within 30 days of the class being given, there will not be credit given. (This is something that ALL instructors have been told upon class approval.)
- Regardless of the content of the class, Code or Non-code credit is given based on the instructor’s request. (example.. if a class on “motor Controls” is given, and it seems like it should be 4 hours of code, but the instructor asks for 4 hours of “other”, the class will be given credit of 4 hours of “other” – not 4 hours of code.) **If there is a discrepancy with what is posted, the first step in correcting this is to contact the instructor of the course.**
- If a portion of a class is attended, credit will not be given for the portion attended. ALL specified hours of a class must be attended to receive any credit for the class.
- ALL required Continuing Education hours must be completed prior to January 1, 2014 to be eligible to renew the Master or Journeyman license for the 1/1/2014 through 1/1/2016 license-term
- There will not be credit carried over from one license cycle to another, (example... if a licensee accumulates 24 hours of approved Continuing Education credit during a license cycle, but only 18 hours are required for renewal, the remaining 6 hours that make up the 24 hours of credit will not carry over to the next licensing cycle.)

The licensee is responsible for keeping track of his or her own Continuing Education credit hours, for renewal at the end of the license cycle. If the licensee is not able to prove to the Board, by roster and certificate, that a particular class was attended, or if a roster from the instructor was not received in the Licensing Office to show that the licensee attended the class, credit for that class will not be given.