

CHAPTER 3800
BOARD OF ELECTRICITY
LICENSES, INSPECTIONS, PROCEDURES

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3800.3500 DEFINITIONS.

[For text of subps 1 to 11, see MR]

Subp 12 [Repealed, L 2002 c 328 s 31]

3800.3780 REQUEST FOR INSPECTION CERTIFICATES, NOTIFICATION FOR FINAL INSPECTION, AND EXPIRATION.

Subpart 1 **Final inspection.** Installers of electrical wiring shall schedule a final inspection or otherwise notify the electrical inspector that the work associated with a specific request for inspection certificate is completed prior to the wiring being utilized by the intended user and the associated space being occupied

Subp 2 **Expiration.** Request for inspection certificates on installations with inspection fees of \$250 or less are void 12 months from the original filing date regardless of whether the wiring is completed. A new request for inspection certificate shall be filed on all unfinished work when the work is not completed within 12 months from the filing date of the original request for inspection certificate. An inspection fee calculated according to Minnesota Statutes, section 326.2441, for all unfinished work shall be submitted with the new request for inspection certificate. Request for inspection certificate inspection fees of \$250 or less are not refundable after 12 months from the original filing date

Subp 3 **Authority.** The authority to install electrical wiring associated with a specific request for inspection certificate is void at the time of a final inspection or expiration, whichever occurs first. The board's authority to inspect wiring covered by a request for inspection certificate continues until the installation is approved at a final inspection

Statutory Authority: *MS s 326.241*

History: *26 SR 1756*

3800.3820 PURPOSE.

Parts 3800.3820 to 3800 3870 establish requirements for approval of programs that will be used to fulfill the experience credit requirements for electrical license applicants

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3825 DEFINITIONS.

Subpart 1 **Scope.** For the purposes of parts 3800 3820 to 3800.3870, the terms defined in this part have the meanings given them

Subp 2 **Advanced standing.** "Advanced standing" means credit toward program completion for prior education recognized by a postsecondary program through a developed procedure including transfer of credits for courses that are at least 80

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percent similar to those in an approved program, and credit by examination for up to 25 percent of program courses

Subp 3 **Approval period.** "Approval period" means a time frame beginning with the approval beginning date and extending until the program is discontinued or board approval is removed or not continued through the reapplication process

Subp 4 **Course.** "Course" means a part of a program that consists of an individual knowledge or skill area, or part of a larger knowledge or skill area

Subp 5 **Electrical work.** "Electrical work" means the installing, altering, repairing, planning, or laying out of electrical wiring, apparatus, or equipment for light, heat, power, or other purposes. The installing, altering, repairing, planning, or laying out of electrical wiring apparatus or equipment for light, heat, power, or other purposes includes, but is not limited to, the performance of any work governed by the standards referred to in Minnesota Statutes, section 326 243

Subp 6 **Independent study.** "Independent study" means student learning effort within the specific program content that is outside of lecture, shop, or lab time and does not require student/instructor contact

Subp 7 **Survey.** "Survey" means collecting and analyzing information to assess compliance with parts 3800.3820 to 3800.3870. Information must be analyzed by multiple methods, including review of requested information and materials, on-site evaluation, or interviews and conferences with program administrators, instructors, or students.

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3830 TWO-YEAR ELECTRICAL PROGRAM.

To qualify for approval, a two-year electrical program must be a postsecondary program that awards a diploma or an associate of applied science degree at completion and meets the requirements of parts 3800.3820 to 3800.3870. Satisfactory completion of an approved two-year electrical program fulfills the one year's experience credit allowance for a Class A journeyman electrician or maintenance electrician license applicant according to part 3800.3520, subpart 5, items B and C, and Minnesota Statutes, section 326.242, subdivision 2, paragraph (b).

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3835 TECHNICAL PROGRAM COMMITTEE.

The president of the Minnesota Board of Electricity must appoint a technical program committee consisting of three board members, the board's executive secretary, and its electrical examiner. Appointment of board members must be made at the beginning of each fiscal year.

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3840 APPLICATION FOR PROGRAM APPROVAL.

Subpart 1 **Content.** An application for approval of a program must meet each of the requirements in items A to G

A The application must be in a format provided by the board and contain complete, current, and accurate information.

B The application must include a syllabus for each program course

C The application must include a detailed written description of how the program meets the required program content

D. The application must identify course instructors and their qualifications

E The information in the application must be able to be confirmed by survey

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F. The application must identify a beginning date corresponding to an initial student enrollment date. Students enrolled after the beginning date who successfully complete an approved program within the approval period are eligible for experience credit.

G. The application must be signed by the administrator and department head or another official representative of the applicant.

Subp 2 **Processing.** The technical program committee shall review all applications. Items A to E apply to all applications.

A. Incomplete applications must be immediately returned to the applicant.

B. Upon review of completed applications, including completion of a survey, any deficiencies must be noted and identified to the applicant.

C. If no deficiencies are noted or all identified deficiencies have been corrected, the committee shall recommend approval to the full board.

D. If the applicant fails to correct identified deficiencies, the technical program committee shall recommend disapproval to the full board.

E. An applicant may request a hearing before the full board to appeal disapproval of a program.

Statutory Authority: *MS s 326 241; 326 242*

History: *26 SR 1017*

3800.3845 REPORTING AND REAPPLICATION FOR APPROVAL.

A. By July 1 of each year, the administrator of a program approved for experience credit shall provide an annual report to the board. The annual report must include a copy of course syllabi for approved programs, a detailed description of new courses or courses modified over ten percent, and identification and qualification of instructors, including instructor development. The annual report must be signed by the administrator and department head or another official representative of the program provider.

B. An approved program must be resubmitted for approval by July 1 of the fifth year from the last approval date. At its discretion, the board may modify the initial time period for resubmission to achieve review of approximately 20 percent of approved programs each year.

C. The administrator of an approved program shall provide information as part of a survey upon request of the board.

D. The administrator of an approved program shall notify the board when an approved program is discontinued.

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3850 REMOVAL OF APPROVAL.

A. The board shall remove approval of a program based on a determination by survey that the program does not meet the requirements for approval.

B. The board may remove approval of a program if the administrator of an approved program fails to provide the annual report according to part 3800.3845.

C. The board may remove approval of a program if the administrator of an approved program fails to resubmit the program for reapplication by July 1 of the fifth year from the last approval date or the year assigned by the board as allowed by part 3800.3845, item B.

Statutory Authority: *MS s 326 241; 326 242*

History: *26 SR 1017*

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3800.3855 VERIFICATION OF COMPLETION.

Upon inquiry by the board, the provider of an approved program shall provide verification that an applicant has completed an approved program

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3860 TWO-YEAR ELECTRICAL PROGRAM CONTENT.

Subpart 1 **Contact hours.** A two-year electrical program shall consist of 2,000 or more hours of student/instructor contact time and is subject to the following

A. up to 200 hours of independent study may be substituted for student/instructor contact time,

B a minimum of 1,600 hours of contact time must be technical electrical instruction,

C at least 30 percent but not more than 40 percent of the technical electrical contact hours must be lecture and the balance shop or lab hours,

D. intern programs, whether internal or external, must not be used to comply with the contact hours requirement;

E a student may receive advanced standing credit for up to one-third of the courses of an approved program

Subp. 2. **Attendance policy.** A two-year electrical program must include an attendance policy that requires students to attend a minimum of 95 percent of each required program course. The program must include a provision for students to retake courses or make-up portions of courses when the student does not attend 95 percent or more of each required program course. Attendance records must be kept at the course level

Subp 3 **Technical content.** A two-year electrical program must include courses that cover the following knowledge and skill areas

A electrical theory,

B electronic theory;

C. lighting systems,

D heating and cooling systems,

E motors,

F generators,

G transformers,

H panelboards and switchboards;

I overcurrent devices;

J. grounding,

K motor controls,

L electronic controls,

M electrical code,

N electrical test equipment and troubleshooting,

O specification and blueprint reading,

P installation and application of electrical materials and equipment,

Q wiring methods,

R conductors and cables,

S tools, materials, and handling,

T fire alarm systems,

U communication systems,

V alarm systems,

W data systems,

X electrical and jobsite safety,

Y related mathematics, and
Z related general education

Statutory Authority: *MS s 326 241, 326.242*

History: *26 SR 1017*

3800.3865 QUALIFICATIONS OF INSTRUCTORS FOR TWO-YEAR PROGRAMS.

Subpart 1 **Generally.** An instructor for a two-year electrical program shall meet the requirements in subparts 2 and 3

Subp 2 **Licensing, experience, and education.** An instructor shall

A hold a current license issued by the Minnesota Board of Electricity as a Class A master electrician or a Class A journeyman electrician,

B hold a current license issued by an electrical licensing authority in the state where the school is located if the state has a reciprocal agreement with the Minnesota Board of Electricity for either master or journeyman licenses,

C have a bachelor of science degree in electrical engineering and have 4,000 hours of experience performing electrical work,

D have an associate of applied science degree in electrical construction or maintenance, or both, and have 6,000 hours of experience performing electrical work,

E have a two-year diploma for completing a two-year electrical construction program or maintenance program, or both, and have 6,000 hours of experience performing electrical work, or

F. for courses limited to specific technical or general education areas, other than general wiring methods or the application of electrical codes, be a technical expert based on special training or certification or accreditation in the specific knowledge or skill area

Subp 3 **Recent initial experience.** Except for instructors of courses in subpart 2, item F, a minimum of 2,000 hours of the required instructor experience must have been in the five years prior to the application for program approval or the instructor's employment date, whichever is later, and consist of either

A. a minimum of 2,000 hours of experience performing electrical work; or

B (1) up to 1,500 hours of experience credit for instruction based on a formula in which one hour of instruction equals two hours of experience credit; plus (2) a sufficient number of hours of experience performing electrical work to total 2,000 hours

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*

3800.3870 EFFECTIVE DATE.

Programs that were approved for experience credit prior to February 11, 2002, must be submitted for approval no later than August 11, 2002

Statutory Authority: *MS s 326 241, 326 242*

History: *26 SR 1017*