

CHAPTER 505  
ELECTRICIAN AND ELECTRICAL CONTRACTOR  
LICENSING PROGRAM—EDUCATION

**661—505.1 to 505.100** Reserved.

DIVISION I  
POSTSECONDARY ELECTRICAL EDUCATION PROGRAMS

**661—505.101(103) Program approval.**

**505.101(1)** Pursuant to Iowa Code sections 103.12 and 103.12A, an educational institution that plans to offer a postsecondary electrical education program to prepare students to be licensed by the board shall seek approval for the program before students participate in the program. Separate approval is required for a journeyman electrician program and for a residential electrician program.

**505.101(2)** The educational institution shall submit an application to the board office on a form specified by the board. An educational institution that submits an application must provide certification that the institution is currently accredited by a recognized regional or national educational accrediting organization.

**505.101(3)** An educational institution seeking initial approval of a journeyman electrician program or a residential electrician program must submit an application to the board at least 60 days prior to student participation in the program.

**505.101(4)** The board shall set times for periodic review of approved programs and shall develop policies that address the following:

- a. Requirements for the submission of applications.
- b. Standards required for program approval.
- c. Standards for withdrawal of approval or discontinuation of an approved program.
- d. Standards for educational content and class attendance, qualifications for instructors, documentation and reporting required to establish compliance with program requirements, and specification of degrees or diplomas awarded.

**505.101(5)** Information regarding approved postsecondary electrical education programs may be obtained by contacting the board office. A list of approved postsecondary electrical education programs and other information about postsecondary electrical education programs shall be posted on the board's Web site.

[ARC 9626B, IAB 7/27/11, effective 9/1/11; ARC 2245C, IAB 11/25/15, effective 12/30/15]

**661—505.102(103) Standards for postsecondary electrical education programs.** Policies developed by the board shall meet the following minimum standards:

**505.102(1)** A postsecondary electrical education program shall include coverage of subject matter areas approved and published by the board and available on request from the board office and from the board Web site. Every approved postsecondary electrical education program must include the technical electrical subjects set out in the policy, which must include at least 4 hours of instruction on the Iowa electrical statute, Iowa Code chapter 103, with a minimum of 1 hour on Iowa electrical licensing requirements.

**505.102(2)** Approved postsecondary electrical education programs must include a minimum number of contact hours, as specified in the policy adopted by the board. Each approved program must establish attendance policies that are specified in the policy adopted by the board. Each approved program must include 30 to 40 percent of contact hours that involve lecture, and the remaining hours must be laboratory or shop hours. In addition to completing the contact hours, each student must complete the specified number of hours of on-the-job training before the student is permitted to take the licensing examination.

**505.102(3)** A postsecondary electrical education program for a journeyman electrician license shall include at least 2000 hours of instruction, and the student must complete at least 6000 hours of on-the-job training before the student can become eligible to take the journeyman electrician examination. A postsecondary electrical education program for a residential electrician license shall include at least

1000 hours of instruction, and the student must complete at least 4000 hours of on-the-job training before the student can become eligible to take the residential electrician examination.

**505.102(4)** The board shall establish in its policy the minimum qualifications for instructors in a postsecondary electrical education program, which shall include:

- a. Current licensing as an electrician, as set out in the board's policy; and
- b. Compliance with standards set by the Iowa department of education for an instructor at a community college.

[ARC 9626B, IAB 7/27/11, effective 9/1/11; ARC 2245C, IAB 11/25/15, effective 12/30/15]

**661—505.103 to 505.200** Reserved.

DIVISION II  
CONTINUING EDUCATION

**661—505.201(103) Continuing education requirements.** Each holder of a three-year license, other than a special electrician license, shall complete 18 hours of continuing education approved by the board between the time of issuance of the license and prior to issuance of a renewal license.

EXCEPTION: A holder of a license in a category which may be issued for a three-year period whose license is issued for less than a three-year period shall complete at least 6 hours of continuing education prior to renewal of the license for each year or portion of a year for which the license has been issued.

[ARC 9626B, IAB 7/27/11, effective 9/1/11]

**661—505.202(103) Course approval.**

**505.202(1)** Any person or institution that plans to offer continuing education courses to meet the requirements of rule 661—505.201(103) shall submit an application to the board office on a form specified by the board.

**505.202(2)** Approval by the board shall be obtained prior to a course's being offered to a licensee in order to meet the requirements of rule 661—505.201(103).

**505.202(3)** An application for initial approval of a continuing education course shall be submitted to the board not less than 45 days prior to student participation in the course.

**505.202(4)** Approval of a continuing education course is normally for the duration of the three-year licensing period during which approval is received, although approval may be withdrawn for cause prior to the expiration of the licensing period.

**505.202(5)** Applications for renewal of approval of continuing education courses shall be submitted to the board at least 45 days prior to the expiration of the three-year licensing period. For purposes of this subrule, "renewal" may include the updating of course material in a course previously approved for delivery by the same instructor.

**505.202(6)** Information regarding approved continuing education courses may be obtained by contacting the board office. A list of approved continuing education courses shall be posted on the board Web site.

[ARC 9626B, IAB 7/27/11, effective 9/1/11]

**661—505.203(103) Requirements for continuing education programs.** A continuing education program shall be approved by the board only if the following requirements are met:

**505.203(1)** The instructor or institution applying for approval of a continuing education course shall provide at least three letters from educational institutions or government agencies attesting to the instructor's knowledge of and qualifications to teach the subject matter of the course for which approval is sought.

**505.203(2)** Each instructor shall:

- a. Verify course approval prior to delivery of the course.
- b. Facilitate auditing of the course by any board member or member of the staff of the board. No board or staff member shall receive continuing education credit for an audited course.
- c. Issue a certificate of completion to each student who completes the course.

*d.* Submit a class roster, indicating which students completed the course, to the board office within 30 days of completion of the course.

[ARC 9626B, IAB 7/27/11, effective 9/1/11]

These rules are intended to implement Iowa Code chapter 103.

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