



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
Fire Alarm, Burglar Alarm and Locksmith
Advisory Committee
124 Halsey Street, 6th Floor, Newark NJ 07102



PAULA T. DOW
Attorney General

THOMAS R. CALCAGNI
Acting Director

Mailing Address:
P.O. Box 45042
Newark, NJ 07101
(973) 504-6245

January 2011

Dear Candidate for CE Sponsorship:

Prior to renewing his/her license in 2013, a licensee will be required to have taken a total of a total of thirty-six hours of education during the triennial cycle of 2010-2013 for 2013 License Renewal. These thirty-six hours of continuing education must consist of the following mandatory requirements:

- A. **Two (2)** Continuing Education Credits in **Barrier Free Subcode**, N.J.A.C. 5:23,
- B. **Two (2)** Continuing Education Credits in the **New Jersey Uniform Construction Code**, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode,
- C. **Two (2)** Continuing Education Credits in the **Americans with Disabilities Act Code**, 36 CFR 1191, and;
- D. **Two (2)** Continuing Education Credits in **Industrial Safety**.

In addition, a licensee seeking renewal of a Burglar Alarm License must have a minimum of three (3) Continuing Education Credits in **Smoke Detection Systems** specially coded **TECRF**.

A licensee shall obtain the balance of Continuing Education Credits in **Trade Related** subjects.

NOTE: A licensee may take a maximum of twelve (12) credits in continuing education courses related to business and/or law. This is not a mandatory requirement, but the licensee may opt to take these courses. A licensee may carry over eight (8) credits in continuing education courses in trade-related subjects to the next triennial. You have expressed your interest in providing continuing education courses. Please note that these credits are for courses/classes taught during the 2010-2013 triennial for the 2013 renewal.

Enclosed is an Application for Continuing Education Course/Seminar Approval. If there is not sufficient space provided for you to list the courses you wish to teach, the application may be copied to add any additional courses. You must provide the following information along with your application:

Course title
Brief Course Description
Instructor name(s)

Length of time for the course/seminar

Detailed course outline (see enclosed sample) for each course you wish to provide
Copy of resume/CV for each instructor that will be teaching a course/seminar

Fee Structure

Please note that a Sponsor is required to submit a **Continuing Education Program Sponsor Fee** of \$100.00 with his/her application pursuant to N.J.A.C. 13:31A-1.4. Your check or money order should be made out to the "State of New Jersey". Whether you are seeking Advisory Committee approval for one (1) course or one hundred (100) hundred courses, only one (1) check for \$100.00 is required, but only **IF** you submit all of your courses for approval at the same time. In other words, if you come back to the Advisory Committee one (1) month or one (1) year from now with additional courses you are seeking approval for, you will be required to pay another Continuing Education Sponsor Fee (\$100.00). This "**ALL AT ONE-TIME SUBMISSION**" concept is to encourage sponsors to submit everything at one time so that the Advisory Committee can review the entire package. This saves the Committee and Committee staff time and it will save you money! **Your check must be included with your Application for Continuing Education Course/Seminar Approval.**

To avoid delay, please **review your application and entire submission for completeness**. Please feel free to contact the Advisory Committee Office if you have any questions regarding the application process for teaching Continuing Education.

NEW for CE Submittals and Re-submittals

The following are the steps to have a 2010 Triennial course approved for the new 2013 triennial:

A. Courses approved for the previous triennial (2007-2010) with no changes in course content or changes in the approved instructors:

- Complete a Continuing Education Sponsorship Application, listing all previously approved courses and instructors.
- Include the approval letter(s) that you received for the previous triennial.
- Include the appropriate fee.

B. All Code courses and courses with changes:

- Follow the instructions on the application and resubmit with the updated information.
- Include the appropriate fee.

Thank you for your interest in providing continuing education to our licensees. We look forward to hearing from you.

Sincerely,

Fire Alarm, Burglar Alarm and Locksmith Advisory Committee



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Mandatory Requirements for Continuing Education Sponsors and Instructors

1. **Number of Attendees:** The maximum of attendees at any course may not exceed 75. If additional attendees are necessary, you must request a waiver from this requirement in writing from the Advisory Committee and obtain approval no less than two (2) weeks prior to the training date. To be considered, a waiver should address the ability of all attendees to hear and see the presentation adequately, have adequate seating and the opportunity to have questions answered given the additional number of people in the room. Submit any documentation including floor plans, screen(s) sizes, amplification details and class length that indicate you will be able to accommodate the larger number requested should your waiver request be approved.
2. **Hours of Instruction:** Continuing education instruction shall not exceed eight (8) hours per day. A question and answer period may be calculated as up to ½ hour (0.5) of instruction, regardless of the length of that period. A quiz or test may not be calculated as part of the hours of instruction. If you provide a quiz during the course or test at the completion for other purposes, that may not be a requirement for the licensee to receive a N.J. approved certificate of completion.
3. **Attendance Sheets:** Each Sponsor is provided with an attendance sheet and supplemental attendance sheets that can be reproduced for additional attendees and/or courses/classes/sessions. This exact form shall be used by all Sponsors/Instructors. The header portion of the attendance sheet(s) must be filled out by the Sponsor/Instructor prior to the start of the class and should be typed. The attendees' names and license number should also be typed to ensure legibility. Illegible or missing names and/or license numbers will not receive credit from the Advisory Committee. The sign-in and sign out portions shall be signed by the attendees at the start and completion of each session. Additional sign-in/out sheets shall be used if event attendees leave the facility for lunch and/or the course resumes on another day. It is not necessary to sign-in/out for breaks. Note: It is the responsibility of the instructor(s) to make sure that every attendee was present during the entire length of the course before issuing a Certificate of Completion. After completion of the course and issuance of Certificates, the original attendance sheet(s) shall be mailed to the Advisory Committee along with the completed attendance certification form supplied

by the Advisory Committee for permanent recordkeeping. The attendance sheet is the official State record and is used in tracking and auditing continuing education compliance.

4. Late Arriving Licensees: Instructors shall document the time of arrival of any licensee arriving after the class has begun on the sign-in/out sheet. Late arriving licensees shall not be eligible for a Certificate of Completion unless the instructor provides for make-up of the time missed after the completion of the class and documents this information on the sign-in sheet.
5. Attendance Certification: Each Sponsor is provided with an Attendance Certification that can be reproduced for additional courses/classes. An instructor may use his/her own form so long as it contains all the information included on the form provided herein. The Attendance Certification shall be notarized and returned to the Advisory Committee with the attendance sheets for the course.
6. Certificate of Completion: Each Sponsor is provided with an official Certificate of Completion from the Advisory Board to be used by all Approved Instructors of approved CEU courses only. An original certificate (not a photocopy) shall be given to each licensee completing the course/class. A certificate is included in an electronic format in this package. **UNDER NO CIRCUMSTANCES SHALL A CERTIFICATE WITHOUT THE LICENSEES NAME AND LICENSE NUMBER PRINTED ON THE CERTIFICATE BE PROVIDED TO A LICENSEE. FAILURE TO ADHERE TO THIS MAY RESULT IN REVOCATION OF THE APPROVAL FOR THE SPONSOR AND INSTRUCTOR.** The instructor shall sign or initial the Certificate of Completion provided the licensee. The licensee must maintain this Certificate of Completion for his/her records.
7. Attendee Identification: Each attendee must present his/her Fire Alarm, Burglar Alarm or Locksmith photo-ID license during the sign-in period.
8. Evaluation Form: Instructors should provide evaluation forms to all attendees in order to receive feedback to improve their courses.
9. Message to Licensees: Before the start of each course/class, the instructor shall read the following statement to the attendees:

“Anyone misrepresenting themselves as a licensee may subject themselves and the licensee to suspension or revocation of his/her license. Such misrepresentation is considered professional or occupational misconduct under N.J.S.A. 45:1-21(e).”
10. Course/Class Approval: Upon approval each course/class will be provided with a coding as determined by the topic of study. Please see further information provided herein.
11. Instructor Identification: Each instructor is provided an identification number by the Advisory Committee. Instructors that do not have an identification number shall not

- teach any course/class. Sponsors risk revocation of their approval should they use instructors without an Advisory Committee provided identification number.
12. Instructor/Proctor Certification/Statement: Each instructor/proctor shall certify that they have read this requirement list and provide a copy of that certification to the address listed below.

 13. Send Attendance Sheets, Certification(s) to:

Fire Alarm, Burglar Alarm & Locksmith Advisory Committee
P.O. Box 45042
Newark, NJ 07470

If you have any questions, please contact the Advisory Committee at (973) 504-6245.



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January 20, 2011

Dear New Jersey Approved Continuing Education Sponsor:

It has come to the attention of the Advisory Committee that a number of requirements for the instruction of continuing education courses are not being followed by both Sponsors and their respective instructors. To the extent that these delinquencies harm not only the licensee, but also make it more difficult for the Advisory Committee to keep track of the continuing education process, we strongly advise Sponsors to ensure they are complying with the requirements as set forth by the Advisory Committee. As you are aware, following the requirements are necessary in order to maintain your status as a Sponsor of fire alarm, burglar alarm, and locksmith licensing CEU courses in New Jersey.

Please inform approved instructors that are presenting courses on your behalf of this notice as the Sponsor is responsible for the actions of its instructor(s).

Your attention to this matter is greatly appreciated.

Sincerely,

Fire Alarm, Burglar Alarm & Locksmith Advisory Committee



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Instructor's Acknowledgement Statement

DATE _____

_____ hereby certifies that I have read the list of requirements provided for Instructors by the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee.

1. Maximum Number of Attendees
2. Hours of Instruction
3. Attendee Sign In/Out Sheets
4. Late Arrival Policy
5. Attendance Certification
6. Certificate of Completion
7. Attendee Identification
8. Evaluation Form
9. Message to Licensee
10. Course Approval
11. Instructor Identification
12. Instructor/Proctor Statement
13. Address to send attendance sheets, certifications

Instructor's Name

Instructor's Signature

Instructor's ID #

Must be notarized:

State of _____

County of _____

Subscribed and sworn to before me on this _____ of _____
Day Month Year

Notary Public: _____

My Commission Expires: _____ **Notary Seal here**



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Proctor's Acknowledgement Statement

DATE _____

_____ hereby certifies that I have read the list of requirements provided for Instructors by the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee.

1. Maximum Number of Attendees
2. Hours of Instruction
3. Attendee Sign In/Out Sheets
4. Late Arrival Policy
5. Attendance Certification
6. Certificate of Completion
7. Attendee Identification
8. Evaluation Form
9. Message to Licensee
10. Course Approval
11. Instructor Identification
12. Instructor/Proctor Statement
13. Address to send attendance sheets, certifications

Proctor's Name

Proctor's Signature

Instructor's Name

Instructor's Signature

Instructor's ID #

Must be notarized:

State of _____

County of _____

Subscribed and sworn to before me on this _____ of _____
Day Month Year

Notary Public: _____

My Commission Expires: _____ **Notary Seal here**

Course / Seminar Name _____ Category Code _____
 Location _____ Instructor / Proctor _____ ID # _____

Date (MM/DD/YY)	Signed in at (AM/PM)	Print Name	Signature	License #

Course / Seminar Name _____ **Category Code** _____

Location _____ **Instructor / Proctor** _____ **ID #** _____

Date (MM/DD/YY)	Signed in at (AM/PM)	Print Name	Signature	License #

Course / Seminar Name _____ Category Code _____

Location _____ Instructor / Proctor _____ ID # _____

Date (MM/DD/YY)	Signed in at (AM/PM)	Print Name	Signature	License #

Course / Seminar Name _____ Category Code _____

Location _____ Instructor / Proctor _____ ID # _____

Date (MM/DD/YY)	Signed in at (AM/PM)	Print Name	Signature	License #

Course / Seminar Name _____ Category Code _____

Location _____ Instructor / Proctor _____ ID # _____

Date (MM/DD/YY)	Signed in at (AM/PM)	Print Name	Signature	License #



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ATTENDANCE CERTIFICATION 2010 -2013

Date _____

_____ hereby certifies that the attached list of Fire Alarm, Burglar Alarm & Locksmith licensees have attended and completed _____ hours of New Jersey State Approved Continuing Education, specifically, a course entitled _____ Category Code _____

All attendees were present and participated during the entire hours of class time

Course/Seminar Location	Instructor's Signature & ID #
_____	_____
Date(s) of Course/Seminar	Instructor's Signature & ID #
_____	_____
Total Number of Attendees	

Must be notarized:

State of _____ County of _____

Subscribed and sworn to before me on this _____ of _____

Day Month Year

Notary Public _____

My Commission Expires _____

Notary Seal Here

Note: Please attach original completed Sign In/Sign Out Attendance Sheets provided to you by the Advisory Committee. These documents must be forwarded within ten (10) days of course completion to:

Fire Alarm, Burglar Alarm and Locksmith Advisory Committee
124 Halsey Street, 6th Floor
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FBL Training Course Evaluation 2010 - 2013

Date _____ Course Name _____

Course Name _____ Course Code _____

Instructor _____ ID # _____

Mailing Address:
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Please Rate each item: 1 - strongly disagree, 2 - disagree, 3 - neutral, 4 - agree, 5 - strongly agree

About the Course

The course content matched its description

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

The course was well organized

This course increased my subject matter knowledge

The training exceeded my expectations

There was adequate time to cover all course material

I would recommend this course to others

About the Presenter

The instructor adequately covered the seminar objectives

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

The instructor kept attendees attention and interest

The instructor knew the subject well

The instructor effectively answered questions and provided an opportunity for discussion

I would recommend this instructor to others

About the Facility

Seating was comfortable and nicely spaced

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

I could hear the instructor well

I could see the presentation well

How can we improve

Course topics I am interested in

Comments
