

1.1 **Department of Labor and Industry**

1.2 **Board of Electricity**

1.3 **Adopted Permanent Rules Relating to Satellite System Installers Continuing**
1.4 **Education Requirements and Satellite System Installer Certification Programs**

1.5 **3800.3602 REQUIREMENTS FOR RENEWAL OF ELECTRICIAN, SATELLITE**
1.6 **SYSTEM INSTALLER, AND POWER LIMITED TECHNICIAN LICENSE AND**
1.7 **RENEWAL OF REGISTERED UNLICENSED INDIVIDUAL REGISTRATION.**

1.8 [For text of subp 1, see M.R.]

1.9 **Subp. 2. Hours of instruction.**

1.10 A. Within the term and prior to the renewal of an individual license identified
1.11 in this subpart and subpart 5, each holder of a license shall receive credit for instruction
1.12 through one or more educational programs as required by this part. Credit for an
1.13 educational program may only be used once for a specific renewal of a license. Where
1.14 a licensee holds more than one type of license, the same credits for hours of instruction
1.15 may be applied to each license.

1.16 [For text of item B, see M.R.]

1.17 [For text of subps 3 and 4, see M.R.]

1.18 **Subp. 5. Satellite system installer renewal.** The department shall not renew the
1.19 license of a satellite system installer unless the applicant received credit for four hours of
1.20 instruction on the NEC through one or more educational programs as required by this part.

1.21 **3800.3603 CREDIT FOR INSTRUCTION.**

1.22 [For text of subps 1 and 2, see M.R.]

1.23 **Subp. 3. Exception to preapproval.** Notwithstanding subparts 1 and 2, educational
1.24 programs that are offered in other states and not granted prior approval according to
1.25 this part shall be considered for credit if the department is provided with evidence that

2.1 the educational program meets the requirements of part 3800.3602 and is approved for
2.2 continuing education credit by a public authority licensing electricians, satellite system
2.3 installers, or power limited technicians in the other state.

2.4 [For text of subp 4, see M.R.]

2.5 Subp. 5. **Qualifications of instructors.** All educational programs shall be conducted
2.6 by department-approved instructors who have the qualifications described in at least
2.7 one of the following items:

2.8 [For text of items A to C, see M.R.]

2.9 D. for technology systems and satellite broadcast communication systems, an
2.10 instructor certified by a national training program.

2.11 [For text of subps 6 to 8, see M.R.]

2.12 **SATELLITE SYSTEM INSTALLER CERTIFICATION PROGRAMS**

2.13 **3800.3604 PURPOSE.**

2.14 Parts 3800.3605 to 3800.3613 establish requirements for approval of programs that
2.15 may be used to fulfill the certification requirement for satellite system installer license
2.16 applicants.

2.17 **3800.3605 DEFINITIONS.**

2.18 Subpart 1. **Scope.** For the purposes of parts 3800.3604 to 3800.3613, the terms
2.19 defined in this part have the meanings given them.

2.20 Subp. 2. **Program.** "Program" means a satellite system installer certification program.

2.21 Subp. 3. **Student and instructor contact.** "Student and instructor contact" means
2.22 that the student and instructor are present at the same classroom location while the
2.23 instructor is providing instruction.

3.1 Subp. 4. **Survey.** "Survey" means a collection of information to assess compliance
3.2 with parts 3800.3604 to 3800.3613. The commissioner may analyze information by
3.3 multiple methods, including review of:

3.4 A. requested information and materials;

3.5 B. on-site evaluation; or

3.6 C. interviews and conferences with program administrators, instructors, or
3.7 students.

3.8 **3800.3606 SATELLITE SYSTEM INSTALLER CERTIFICATION PROGRAM.**

3.9 To qualify for approval, a program must have at least 20 hours of student and
3.10 instructor contact time meeting the program content described in part 3800.3612.

3.11 **3800.3607 APPLICATION FOR PROGRAM APPROVAL.**

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

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

3.16 B. The application must include a syllabus for the entire program.

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

3.19 D. The application must identify program instructors and their qualifications.

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

3.21 F. The information must identify the total hours of instruction and examination.

3.22 G. The application must be signed by the administrator or another official
3.23 representative of the applicant.

4.1 Subp. 2. **Processing.** The commissioner shall review all applications. Items A to D
4.2 apply to all applications.

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

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

4.6 C. If no deficiencies are noted or all identified deficiencies have been corrected
4.7 and resubmitted, the commissioner shall approve the program.

4.8 D. If the applicant fails to correct identified deficiencies within 60 days of being
4.9 notified of the deficiencies, the commissioner must not approve the program.

4.10 **3800.3608 REPORTING AND REAPPLICATION FOR APPROVAL.**

4.11 A. By July 1 of each year, the administrator of an approved program shall
4.12 provide an annual report to the commissioner. The annual report must include a copy of
4.13 the syllabi for approved programs, including a detailed description of modifications to
4.14 the program and identification and qualification of instructors. The annual report must be
4.15 signed by the official representative of the program provider.

4.16 B. The administrator of an approved program must reapply for approval by July
4.17 1 of the fifth year from the last approval date. The time period for reapplication may be
4.18 modified and assigned at the discretion of the commissioner.

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

4.21 D. The administrator of an approved program shall notify the commissioner
4.22 when an approved program is discontinued.

4.23 **3800.3609 REMOVAL OF APPROVAL.**

4.24 The following constitutes sufficient grounds for the commissioner to remove program
4.25 approval:

5.1 A. a determination by survey that the program does not meet the requirements
5.2 for approval;

5.3 B. the program administrator's failure to provide a timely annual report under
5.4 part 3800.3608, item A; or

5.5 C. the program administrator's failure to timely reapply for approval under
5.6 part 3800.3608, item B.

5.7 **3800.3611 VERIFICATION OF COMPLETION.**

5.8 The provider shall provide individuals that successfully complete an approved program
5.9 a certificate of completion. Upon inquiry by the commissioner, the provider of an approved
5.10 program shall provide verification that an applicant has completed an approved program.

5.11 **3800.3612 SATELLITE SYSTEM INSTALLER CERTIFICATION PROGRAM**
5.12 **CONTENT.**

5.13 Subpart 1. **Contact hours.** A program must consist of a minimum of 20 hours of
5.14 student and instructor contact time with a minimum of four hours on National Electrical
5.15 Code instruction.

5.16 Subp. 2. **Completion requirement.** The program must require the individual to
5.17 complete the entire program to be issued a certificate of completion.

5.18 Subp. 3. **Technical content.** A program must include instruction on the following
5.19 knowledge and skill areas:

5.20 A. electrical theory;

5.21 B. electronic theory;

5.22 C. grounding;

5.23 D. electrical code;

5.24 E. electrical test equipment and troubleshooting;

- 6.1 F. wiring methods;
- 6.2 G. conductors and cables;
- 6.3 H. tools, materials, and handling;
- 6.4 I. electrical and job site safety;
- 6.5 J. related mathematics; and
- 6.6 K. satellite antenna systems.

6.7 Subp. 4. **Examination.** An approved program must include an examination
6.8 consisting of at least 50 questions. The examination must not be included in the student
6.9 and instructor contact requirement under subpart 1. Individuals must score a minimum of
6.10 80 percent on the examination to successfully complete the program.

6.11 **3800.3613 QUALIFICATIONS OF INSTRUCTORS FOR SATELLITE SYSTEM**
6.12 **INSTALLER CERTIFICATION PROGRAMS.**

6.13 An instructor for a program must meet one or more of the following requirements:

- 6.14 A. hold a license issued by the commissioner as a Class A master electrician,
6.15 Class A journeyman electrician, power limited technician, or satellite system installer;
- 6.16 B. hold a current license issued by an electrical licensing authority in the state
6.17 where the school is located if the state has a reciprocal agreement with the commissioner
6.18 for either master or journeyman electrician, power limited technician, satellite system
6.19 installer, or an equivalent license;
- 6.20 C. be a certified instructor for a nationally recognized training program; or
- 6.21 D. be a technical expert based on special training, certification, or accreditation
6.22 in the specific knowledge or skill area.