

**2022 Florida Administrative Code  
Chapter 61- Department of Professional Regulation**

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**CHAPTER 61G6  
ELECTRICAL CONTRACTORS' LICENSING BOARD  
AUTHORITY FS 489 PART II**

**CHAPTER 61G6-2  
CERTIFICATION**

**61G6-2.010 Return of Previously Issued Licenses.**

*History—New 11-15-92, Formerly 21GG-2.010, Repealed 12-26-11.*

**CHAPTER 61G6-3  
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**61G6-3.004 Registration of Limited or Restricted Competency Licenses.**

*Rulemaking Authority 489.507(3) FS. Law Implemented 489.513 FS. History—New 3-24-94, Repealed 7-21-22.*

**CHAPTER 61G6-4  
ORGANIZATION, PURPOSE, MEETINGS, PROBABLE CAUSE PANEL, PROCEDURES**

- 61G6-4.006 Probable Cause Panel
- 61G6-4.016 Board Member Compensation
- 61G6-4.019 General Definitions

**61G6-4.006 Probable Cause Panel.**

(1) The determination as to whether probable cause exists to believe that a violation of the provisions of Chapter 455, F.S., or Chapter 489, Part II, F.S., or of the rules promulgated thereunder, has occurred shall be made by majority vote of the probable cause panel.

(2) The probable cause panel shall be composed of two (2) members of the Electrical Contractors' Licensing Board, but not more than one (1) member of the panel may be a consumer member.

(3) The probable cause panel shall meet at such times as called by the chairman of the Electrical Contractors' Licensing Board.

(4) The probable cause panel members shall be selected by the chairman of the Electrical Contractors' Licensing Board.

(5) The Board provides that one member of the panel may be a former Board member. *Rulemaking Authority 455.225 FS. Law Implemented 455.225 FS. History–New 1-2-80, Formerly 21GG-4.06, Amended 11-3-92, Formerly 21GG-4.006, Amended 12-25-96, 8-4-22.*

#### **61G6-4.016 Board Member Compensation.**

In addition to receiving fifty dollars (\$50.00) compensation per day for attending official meetings of the board, a board member shall also be eligible to receive compensation for the following:

(1) Official meetings or workshops called by the chairman at which either a committee composed of two (2) or more board members or a quorum of the board is present pursuant to Chapters 120 and 489, Part II, F.S.;

(2) Official meetings between a board member or members and the department staff or consultants which the board member attends at the request of the department staff or consultants which the board member attends at the request of the department;

(3) Meetings or conferences which the board member attends at the request or approval of the Secretary, the Secretary's designee, or the majority of the Board;

(4) Administrative hearings or legal proceedings at which the board member appears as witness or representative of the board at the request of counsel to the board;

(5) In the event that a board member is present for a meeting or hearing defined above, and the meeting is cancelled without prior notice, the attending board member will be eligible for compensation provided the member was present at the scheduled time.

*History–New 12-30-81, Formerly 21GG-4.16, 21GG-4.016.*

#### **61G6-4.019 General Definitions.**

*Rulemaking Authority 489.507(3) FS. Law Implemented 489.521(7)(b), 489.529 FS. History–New 8-23-89, Amended 7-3-91, Formerly 21GG-4.019, Amended 12-24-97, 5-13-03, 4-7-08, Repealed 7-21-22.*

#### **61G6-4.020 Public Comment.**

The Electrical Contractors' Licensing Board invites and encourages all members of the public to provide comment on matters or propositions before the Board or a committee of the Board. The opportunity to provide comment shall be subject to the following:

(1) Members of the public will be given an opportunity to provide comment on subject matters before the Board after an agenda item is introduced at a properly noticed board meeting.

(2) Members of the public shall be limited five (5) minutes to provide comment. This time shall not include time spent by the presenter responding to questions posed by Board members, staff or board counsel. The chair of the Board may extend the time to provide comment if time permits.

(3) A member of the public shall notify board staff in writing of his or her interest to be heard on a proposition or matter before the Board. The notification shall identify the person or entity, indicate the person or entity's support, opposition, or neutrality, and identify who will speak on behalf of a group or faction of persons consisting of five

(5) or more persons. If the person or entity appearing before the Board does not wish to be identified, a pseudonym may be used.

*History—New 3-18-14.*

## **CHAPTER 61G6-5 APPLICATION FOR CERTIFICATION**

- 61G6-5.001 Definitions
- 61G6-5.002 Application for Certification by Examination; Reexamination
- 61G6-5.003 Requirements for Certification
- 61G6-5.0035 Certification of Registered Contractors (Repealed)
- 61G6-5.004 Requirement for Business Organizations
- 61G6-5.005 Financial Responsibility; Definitions; Grounds for Denial
- 61G6-5.006 Certification of Additional New Business Entity or Transfers
- 61G6-5.008 Public Liability and Workers' Compensation Insurance
- 61G6-5.009 Endorsement (Repealed)
- 61G6-5.010 Statement of Authority
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- 61G6-5.012 Notification of Changes

### **61G6-5.001 Definitions.**

As used in this chapter:

(1) “Applicant” means a business entity making application for certification as an electrical contractor, specialty electrical contractor as designated in Rule 61G6-7.001, F.A.C.

(2) “Qualifying agent” means a person with the ability and authority to supervise, direct, manage and control the electrical and/or alarm contracting of a business entity.

(3) “Responsible management” means a managerial position of authority, supervision, and control over the electrical contracting activities of a business entity.

(4) “Engaging in electrical contracting” means a person or business entity who: holds a current occupational license to practice electrical contracting; holds an active license as an electrical contractor; and is able to demonstrate and document professional activity in the practice of electrical contracting.

(5) “Electrical contractor or unlimited electrical contractor” means a person as defined in Section 489.505(12), F.S., whose scope of practice is not limited to a specific segment of electrical contracting. An electrical contractor or unlimited electrical contractor shall be either certified or registered.

(6) “Specialty electrical contractor” means a person as defined in Section 489.505(19), F.S., whose scope of practice is limited to a specific segment of electrical contracting as defined in subsections 61G6-7.001(1)-(5), F.A.C. A specialty electrical contractor may be either certified or registered.

(7) “Engaging in alarm contracting” means a person or business entity who: holds a current occupational license to practice alarm contracting; holds an active license as an alarm system contractor; and is able to demonstrate and document professional activity in the practice of alarm contracting.

(8) “Comprehensive” means skill, knowledge and experience covering all areas of contracting.

(9) “Specialized training” means instruction specific to an area or areas of the electrical or alarm trade provided by governmental or private organizations for the purpose of preparing the individual instructed to provide a service to the instructing entity.

(10) “Education” means formal instruction provided by an accredited public or private school, community college or university which includes formal classroom time and testing and results in the conference of a recognized degree. For the purposes of this definition 500 man hours equals one year of instruction.

(11) “Experience” means informal exposure to the trade wherein knowledge and skill are obtained by participation in the electrical or alarm contracting trade.

(12) “Alarm System” means any electrical device or combination of electrical devices used to detect a situation which causes an alarm in the event of a burglary, fire, robbery, medical emergency or equipment failure.

(13) “Alarm System Contractor” means a person whose business includes the execution of contracts requiring the ability, experience, science, knowledge and skill to lay out, fabricate, install, maintain, alter, repair, monitor, inspect, replace or service alarm systems for compensation, including but not limited to all types of alarm systems for all purposes. The scope of certification is limited to alarm circuits and equipment governed by the applicable provisions of Articles 725, 770 and 800 and 810 of the National Electrical Code, 1990 Edition. (Incorporated herein by reference.)

(14) “Broad Experience” means that he or she has experience in the electrical or alarm contracting industry which may include management, supervision and hands on experience in the installation of electrical or alarm components as applicable.

(15) “Comprehensive training” means obtaining technical, management, and supervision knowledge and experience through the use of instruction and practice in all phases of the electrical or alarm contracting trade.

(16) “Technical education” means the integration of academic and vocational instruction designed to provide direct job related training in all phases of the electrical or alarm contracting trade.

(17) “Lightning rods or related systems” means:

(a) Lightning rod – a strike termination device that is a receptor for attachment of flashes to the lightning protection system.

(b) Related system – a conductor system connecting the strike termination device(s) to the ground terminal(s).

*History–New 1-2-80, Amended 2-15-82, Formerly 21GG-5.01, Amended 2-23-86, 3-21-88, 11-26-90, 7-8-91, 5-20-92, 11-3-92, Formerly 21GG-5.001, Amended 12-26-93, 3-24-94, 7-13-95, 5-2-96, 5-6-96, 8-27-96, 2-13-97, 8-3-97, 1-4-98, 9-7-98, 10-1-03, 3-26-07, 7-15-07.*

### **61G6-5.002 Application for Certification by Examination; Reexamination.**

An applicant for certification by examination or by endorsement shall submit a complete application on the form prescribed by the Department of Business and Professional Regulation together with all supporting data. The application shall be submitted to the Department and accompanied by the appropriate fee. Any application

that is not complete within one year from date of initial filing will be closed. Copies of the application and other forms required can be obtained by contacting the Department at the following address: Electrical Contractors' Licensing Board, 2601 Blair Stone Road, Tallahassee, Florida 32399-0751, or at:

[http://www.myflorida.com/dbpr/pro/elboard/documents/eclb\\_exam\\_enterable.pdf](http://www.myflorida.com/dbpr/pro/elboard/documents/eclb_exam_enterable.pdf).

The application is incorporated by reference in DBPR Rule 61-35.012, Florida Administrative Code.

*History—New 1-2-80, Amended 10-30-80, Formerly 21GG-5.02, Amended 10-30-88, 11-3-92, Formerly 21GG-5.002, Amended 4-5-95, 5-13-03, 1-23-05, 6-3-07, 7-19-11, 3-11-21.*

### **61G6-5.003 Requirements for Certification.**

(1) Any person desiring certification by examination or applying for certification by endorsement pursuant to Section 489.511(5)(a), F.S., must establish that he or she meets eligibility requirements according to one of the following criteria:

(a) Has, within the 6 years immediately preceding the filing of the application, at least 3 years' proven management experience in the trade or education equivalent thereto, or a combination thereof, but not more than one-half of such experience may be educational equivalent.

1. An applicant for certification who is a recipient of a degree in engineering or related field from an accredited four-year college or university may substitute his or her educational background for 1 year of experience in the trade as an electrical contractor or an alarm contractor, provided that the applicant causes the college or university he or she attended to forward a copy of his or her transcript to the Department.

2. The experience required must include:

a. For an electrical contractor, at least 40% of work that is 3-phase service;

b. For an alarm contractor I, at least 40% of work that is in commercial fire alarm systems;

c. For an alarm contractor II, at least 40% of work in alarm systems other than fire alarm systems.

(b) Has, within the 8 years immediately preceding the filing of the application, at least 4 years' experience as a foreman, supervisor, or contractor in the trade for which he or she is making application. The experience must include:

1. For an electrical contractor, at least 40% of work that is 3-phase service;

2. For an alarm contractor I, at least 40% of work that is in fire alarm systems;

3. For an alarm contractor II, at least 40% of work in alarm systems other than fire alarm systems.

(c) Has, within 12 years immediately preceding the filing of the application, at least 6 years of comprehensive training, technical education, or broad experience associated with an electrical or an alarm system installation or servicing endeavor. The experience required must include:

1. For an electrical contractor, at least 40% of work that is 3-phase service;

2. For an alarm contractor I, at least 40% of work that is in fire alarm systems;

3. Alarm contractor II, at least 40% of work in alarm systems other than fire alarm systems.

(d) Has been licensed for 3 years as an engineer within the preceding 12 years.

(2) Every applicant must submit a credit report on the applicant from any recognized credit bureau which includes but is not limited to liens, judgments, suits and bankruptcy obtained from the county, state and federal records. The credit report must be dated within 12 months of the date of filing the application. Reports which are limited to only information that has been obtained from the applicant or past and present employers are not acceptable.

(3) To demonstrate experience pursuant to Section 489.511(1)(b)3.a., b., c., F.S., all applicants must provide to the Board:

(a) A representative list of electrical contracts or alarm contracts, as applicable, completed in the requisite number of years preceding the date of application pursuant to the applicable part of the statute noted above. The list shall include the description of each job, location, owner, architect or engineer, and general contractor. If the applicant has been employed by a Florida Certified Electrical, Alarm or Specialty contractor for the requisite number of years preceding the date of application, he/she may have that licensee verify that he/she meets the requirements pursuant to the applicable part of the statute noted above on the Employment Verification for Florida Employer Verification form, Section VIII – Part AI of the licensure application in lieu of providing a list of contracts. If the applicant is applying for the Certified Alarm Contractor I license and has a National Institute for Certification in Engineering Technologies (NICET) Level III certification or higher, he or she may provide proof of the current NICET certification in lieu of providing a list of contracts.

(b) Statements prepared by some person or persons other than the applicant for licensure by examination or endorsement listing chronologically the active experience of the applicant in the trade. The statements shall include the name and address of employers, and dates of employment. Copies of W-2 forms must be submitted with the application.

(4) A credit report on the qualifying agent from any recognized credit bureau which includes but is not limited to liens, judgments, suits and bankruptcy obtained from county, state and federal records. The credit report must be dated within twelve (12) months of the date of filing the application. Reports which are limited to only information that has been obtained from the qualifying agent or past and present employers are not acceptable.

*History–New 1-2-80, Amended 4-17-80, 10-4-84, Formerly 21GG-5.03, Amended 12-24-87, 7-9-89, 3-13-90, 11-26-90, 7-8-91, Formerly 21GG-5.003, Amended 3-20-94, 11-30-94, 7-13-95, 1-18-96, 9-22-97, 10-1-03, 12-6-10, 7-17-11, 2-8-12, 9-11-19.*

#### **61G6-5.0035 Certification of Registered Contractors.**

*History–New 11-12-00, Repealed 12-26-11.*

#### **61G6-5.0036 Certification of Registered Contractors.**

*History–New 10-16-13, Repealed 3-1-16.*

**61G6-5.004 Requirement for Business Organizations.**

In order that the Board may carry out its statutory duty to investigate the financial responsibility, credit, and business reputation of an applicant proposing to engage in contracting as a partnership, corporation, business trust, or other legal entity other than a sole proprietorship, an applicant shall be required to forward the following to the Department for review by the Board:

(1) A comprehensive financial statement reflecting the financial condition of the business organization in its previous fiscal year; provided, however, that the statement be prepared within 12 months of the date of filing of the application. The financial statement shall be prepared in accordance with generally accepted accounting principles, as defined by Rule 61H1-20.007, F.A.C. (February, 2004). The financial statement must indicate a minimum net worth as indicated below for the following categories:

- (a) Unlimited electrical and alarm contractor \$10,000
- (b) Specialty Contractor \$5,000

(2) A report on the business organization from any recognized credit bureau which includes but is not limited to credit history, ability to be bonded, liens, judgments, suits, bankruptcy, and assignment of receivers obtained from county, state and federal records. The credit report must be dated within twelve (12) months of the date of filing the application.

(3) Answers to the following questionnaire on the application:

*BUSINESS ORGANIZATION FINANCIAL RESPONSIBILITY QUESTIONNAIRE – HAS ANY PARTNER, OFFICER, DIRECTOR, OR TRUSTEE OF THE BUSINESS ORGANIZATION EVER:*

(a) Undertaken construction contracts or work that a bonding or surety company completed or made financial settlement on your behalf? \_\_\_ Yes \_\_\_ No

(b) Had claims or lawsuits filed for unpaid or pastdue accounts by your creditors? \_\_\_ Yes \_\_\_ No

(c) Undertaken construction contracts or work which resulted in liens, suits or judgments being filed against you? \_\_\_ Yes \_\_\_ No

(d) Had a lien of record filed against you by the U.S. Internal Revenue Service or Florida Corporate Tax Division? \_\_\_ Yes \_\_\_ No

(e) Made an assignment of assets in settlement of construction obligations for less than the debts outstanding? \_\_\_ Yes \_\_\_ No

(f) Filed for bankruptcy voluntarily or involuntarily? \_\_\_ Yes \_\_\_ No

(g) Been charged with acting as a contractor without a license? \_\_\_ Yes \_\_\_ No

(h) Been convicted, entered a plea or found guilty or entered a plea of nolo contendere (regardless of adjudication) or any crime (other than a traffic violation)? \_\_\_ Yes \_\_\_ No

(i) I WILL NOTIFY THE ELECTRICAL CONTRACTORS' LICENSING BOARD IN WRITING, WITHIN TEN (10) DAYS, UPON ANY CHANGE OF THE ABOVE LISTED ANSWERS TO THE FINANCIAL RESPONSIBILITY QUESTIONNAIRE OF THIS APPLICATION.

*SIGNATURE OF QUALIFYING AGENT:*

*DATE:* \_\_\_\_\_

*SUBSCRIBED BEFORE ME THIS* \_\_\_\_ *DAY OF* \_\_, 20\_\_.

\_\_\_\_\_  
*NOTARY PUBLIC*

*IF YOU ANSWERED YES TO ANY QUESTIONS (A-H) ABOVE, ATTACH COMPLETE EXPLANATION FOR EACH YES ANSWER.*

(4) For purposes of complying with Section 489.522(2)(c), F.S., a primary qualifying agent shall affirm he/she has the authority for approving checks, payments, drafts and contracts on behalf of the business organization.

*History—New 1-20-80, Amended 4-17-80, 4-30-81, 1-11-84, Formerly 21GG-5.04, Amended 2-3-86, 11-23-86, 8-27-87, 12-24-87, 11-26-90, 7-8-91, Formerly 21GG-5.004, Amended 3-20-94, 11-30-94, 5-2-96, 2-13-97, 11-23-97, 4-14-98, 4-12-04, 7-17-11, 2-8-12.*

**61G6-5.005 Financial Responsibility; Definitions; Grounds for Denial.**

(1) For purposes of this rule, the phrase “financial responsibility” is defined as the ability to insure that the public, the laborers, the materialmen, the supplier and other parties with whom the applicant will do business as an electrical contractor, will not sustain economic losses resulting from the electrical contractor’s inability to pay his obligations to them.

(2) The following factors will be reviewed when examining the financial responsibility of the applicant:

(a) Evidence that the applicant or any of its corporate officers, or any of its shareholders holding 10% or more of the corporate stock has filed or been a party to voluntary or involuntary bankruptcy within the past five years preceding its application, arising out of the electrical contracting operations of said applicant, corporate officer or 10% shareholder.

(b) The existence, within the past five years preceding the application, of a court judgment rendered against the applicant or any of its corporate officers, or any of its shareholders holding 10% or more of its corporate stock, based upon the failure of the applicant or any of its corporate officers or 10% shareholders to pay their obligations to materialmen, laborers, suppliers or any other parties with whom the applicant or corporate officer or 10% shareholder conducted business as a contractor.

(c) The existence of any liens of record by the United States Internal Revenue Service or the State of Florida Corporation Tax Division against the applicant or any of its corporate officers or any of its 10% shareholders.

(d) An unfavorable credit history as indicated by any of the documents submitted pursuant to Rule 61G6-5.004, F.A.C.

(3) A determination by the Board that the applicant lacks the financial stability necessary to assure compliance with the standards set forth in subsection (1) of this rule. As guidelines for the determination of financial stability the Board shall consider the responses to the questions set forth in subsection 61G6-5.004(4), F.A.C., and the



documents submitted pursuant to Rule 61G6-5.004, F.A.C.

*History—New 1-2-80, Amended 4-17-80, 4-30-81, 1-24-85, Formerly 21GG-5.05, Amended 2-23-86, 8-16-88, Formerly 21GG-5.005, Amended 2-13-97, 6-8-04.*

**61G6-5.006 Certification of Additional New Business Entity or Transfers.**

(1) A qualifying agent who wishes to engage in contracting in his own name or in affiliation with another business entity shall be required to submit an application to the Department. The application shall be accompanied by the materials listed in Rule 61G6-5.004, F.A.C. The application shall be accompanied by the application fee.

(2) The Application for Transfer form, DB/FORMS/TRANSAPP Rev. 3/97, titled Application for Transfer, which is hereby incorporated by reference and will be effective 6-16-98, copies of which may be obtained from the Board office. Applications for Transfers or Additional Business Entities must be completed and received thirty (30) calendar days prior to a meeting of the Board.

(3) If application is made by a qualifying agent to be allowed to take the examination to be a secondary qualifier for a business already certified by a certified qualifying agent, the already certified business need not resubmit the financial portion of the business application.

(4) If a transfer is requested by an already certified person to an already certified business entity, the business portion of the transfer application shall not be required. The credit report and financial statement of the certified person will also not be required.

*History—New 1-2-80, Amended 4-16-82, 6-22-82, Formerly 21GG-5.06, Amended 11-3-92, Formerly 21GG-5.006, Amended 11-30-94, 5-2-96, 6-16-98, 8-15-06.*

**61G6-5.008 Public Liability and Workers' Compensation Insurance.**

(1) As a prerequisite to the initial issuance, or a change in the status of an active certificate or registration, the applicant shall attest that the applicant will obtain public liability and property damage insurance, in the amounts stated herein. It shall be a violation of this rule for any licensee to fail to continually maintain liability and property damage insurance in amounts set forth herein. The Certificate of Insurance shall be prepared by an insurance agency and must contain the following information:

- (a) Date that the Certificate of Insurance was issued.
- (b) Name of Insurance Agent.
- (c) Name of Insured must reflect the exact name of the entity qualified by the applicant.
- (d) Name of Insurance Company.
- (e) Policy number must be on the Certificate. Binder numbers of copies of policies will not be acceptable.
- (f) Effective date of policy.
- (g) Expiration date of policy.

(h) The minimum amount of liability and property damage insurance required as a prerequisite to the issuance of a certificate or registration or registered license, as listed below:

1. Liability Insurance:  
(including completed operations and products) \$100,00/per person  
\$300,000/per occurrence and
2. Property Damage  
Insurance (including completed operations  
and products) \$500,000 or
3. Minimum combined single limit policy \$800,000

(i) Certificate holder must be the Department of Business and Professional Regulation, the Electrical Contractors' Licensing Board.

(j) The cancellation notice shall stipulate that, should the public liability and property damage coverage, described above, be cancelled before the expiration date, the issuing company will mail a thirty day written notice to the Certificate Holder named on this Certificate.

(k) The agent's signature.

(l) The licensee's correct license number.

(2) As a prerequisite to the initial issuance, or a change in the status of an active certificate or registration, the applicant shall attest the applicant will obtain workers' compensation insurance or an appropriate exemption pursuant to Chapter 440, F.S. It shall be a violation of this rule for any licensee to fail to continually maintain workers' compensation coverage or an appropriate exemption as required.

(3) The insurance shall, at all times, be carried in the name of the licensee or the business name appearing on the licensee's certificate or registration.

(4) By applying for renewal, each certificateholder or registrant certifies that he or she has continually maintained the required amounts of public liability and property damage. To verify each certificateholder or registrant has continually maintained the required amounts of public liability and property damage, as well as workers' compensation coverage or appropriate exemption pursuant to Chapter 440, F.S., the Board will conduct random sample audits of at least 10% of the total number of certificates and registrants. Upon written request by the Board, each selected licensee must within thirty days submit proof of coverage, in the form of an original Certificate of Insurance, showing the licensee has obtained and continually maintained the proper amount of public liability and property damage insurance, as well as workers' compensation coverage or appropriate exemption pursuant to Chapter 440, F.S., within the specified time period set forth in the Board's request.

(5) Failure to comply with the Board's request to submit proof of coverage, which meets the requirements of the Board, will be a violation of this rule.

*History–New 1-2-80, Formerly 21GG-5.08, Amended 5-20-92, Formerly 21GG-5.008, Amended 9-22-97, 3-29-99, 3-19-02, 12-27-04, 8-3-08.*

**61G6-5.009 Endorsement.**

*History–New 1-2-80, Amended 10-30-80, Formerly 21GG-5.09, 21GG-5.009, Amended 2-13-97, 5-5-10, Repealed 12-26-11.*

**61G6-5.010 Statement of Authority.**

Any person applying for the issuance of a certificate or registration to engage in contracting in other than his/her individual capacity, or any registrant or certificate holder applying to qualify a partnership, corporation, business trust or other legal business entity shall affirm that he/she is responsible for supervision of all operations of the business organization; including, all field work at all sites and financial matters (both in general and for each specific job).

*History–New 5-20-92, Formerly 21GG-5.010, Amended 2-8-12.*

**61G6-5.011 Qualification of Joint Ventures.**

(1) These rules do not prohibit a properly qualified business entity from participating in a joint venture with business entities which are not qualified; however, only a properly qualified entity may engage in contracting as defined in Section 489.505, F.S. A joint venture, including a joint venture composed of qualified business entities, is itself a separate and distinct entity which must be qualified.

(2) A joint venture, one or more of whose participants are not licensed contractors under Chapter 489, Part II, F.S., may submit a bid on a project under the following circumstances:

(a) There must be a written joint venture agreement.

(b) One of the joint ventures must be a business entity properly qualified by a licensed contractor.

(c) Each participant must sign a statement of authority (as set out in Rule 61G6-5.010, F.A.C.) giving the licensed contractor full authority to conduct the contracting business of the participant.

(d) Copies of the joint venture agreement, statements of authority, and the letter of bondability must be received and approved by the Board Office prior to the time of the bid.

(e) If the joint venture is awarded the contract, the licensed contractor must qualify the joint venture within ninety (90) days.

(f) A licensed contractor who uses this method of limited qualification must maintain on file with the Board Office up-to-date information, as required on the application, concerning all business entities he qualifies.

(g) This method of limited qualifications may not be used by any business entity whose application is subject to denial under Section 489.521(9), F.S., due to an officer, partner, director, or member being fined pursuant to Section 489.533, F.S.

(h) The Board may limit the qualification issued, as to the project or projects bid upon and prescribe the time period the qualification is to remain effective.

(3) All qualifying agents of the joint venture will be required to make an appearance at the Board meeting where the application is reviewed, prior to approval for licensing of the joint venture. A licensed contractor is required to obtain approval for each joint venture.

*History—New 5-20-92, Formerly 21GG-5.011, Amended 11-30-94, 2-1-18.*

#### **61G6-5.012 Notification of Changes.**

(1) A certificate holder or registrant shall notify the Board Office within thirty (30) days of a change in name style or address from that which appears on the current certificate or registration and shall notify the Board Office within thirty (30) days after the qualifying person has ceased to be affiliated with the qualified business organization.

(2) A certificate holder or registrant must inform the Board, by mail, within forty-five (45) calendar days, of changes in any information required to be stated on the application for qualification of a business organization.

(3) Failure to comply with this rule is grounds for disciplinary action.

*History—New 9-1-98, Amended 10-1-03.*

## **CHAPTER 61G6-6 EXAMINATIONS**

- 61G6-6.001 Certification Examination Requirements
- 61G6-6.002 Specialty Electrical Contractor Certification Examination
- 61G6-6.005 Reexamination
- 61G6-6.015 Alarm System Contractor Examination
- 61G6-6.017 Duration of Examination Scores

#### **61G6-6.001 Certification Examination Requirements.**

(1) The areas of competency to be covered by the certification examination, and the approximate percentage of questions in each area, shall be as follows:  
Technical knowledge, 60%; General Business knowledge, 33%; and Safety knowledge, 7%.

(2) The examination shall be open book. The applicant is responsible for bringing and may use during the examination the applicable code books, reference materials and calculators as approved by the Board. Security measures as set forth by the Department shall be followed during the examination.

(3) The following certification examinations are offered:

- (a) Unlimited Electrical Contractor.
- (b) Residential Electrical Contractor.
- (c) Alarm Systems Contractor I.
- (d) Alarm Systems Contractor II.
- (e) Limited Energy Contractor.
- (f) Sign Specialty Contractor.
- (g) Lighting Maintenance Contractor.
- (h) Utility Electrical Line Contractor.
- (i) Two-Way Radio Communications Enhancement Systems Specialty Contractor.

(4) An applicant shall be required to achieve a score of a general average of not less than seventy-five percent (75%) on each of the two parts in order to pass the examination and be certified for licensure. When a cut off score contains a fraction of a percentage point of one-half (.5) or higher that score will be raised to the next highest whole number. When a cut off score contains a fraction of a percentage point of less than one-half (.5) that score will be lowered to the next lowest whole number. There shall not be a practical or clinical examination.

*History—New 1-2-80, Amended 4-26-81, 1-19-84, Formerly 21GG-6.01, 21GG-6.001, Amended 3-20-95, 5-2-96, 5-7-97, 10-6-97, 9-7-98, 10-7-99, 2-17-00, 4-26-04, 12-27-04, 2-2-20.*

#### **61G6-6.002 Specialty Electrical Contractor Certification Examination.**

The certification examinations for those persons desiring to be licensed as certified specialty electrical contractors pursuant to Rule 61G6-7.001, F.A.C., shall consist of the same areas of competency and be graded in the same manner as the certification examination, except that the technical portion of the specialty electrical contractor certification examinations shall relate to the particular specialty in which certification is desired.

*History—New 1-2-80, Formerly 21GG-6.02, 21GG-6.002, Amended 3-24-99.*

#### **61G6-6.005 Reexamination.**

An applicant who fails the Technical/Safety certification examination shall be entitled to take the next examination upon payment of the reexamination fee. The Business Computer-Based Test may be taken up to three (3) times after the candidate is initially approved to sit for the examination. A retake exam application must be submitted to the Department for each attempt of the Technical/Safety portion of the examination. However, a retake exam application shall not be required to be submitted for each retake of the Business Computer-Based Test.

*History—New 4-17-80, Formerly 21GG-6.05, Amended 7-3-91, Formerly 21GG-6.005, Amended 12-24-97, 9-21-00, 1-23-05, 11-21-12, 8-1-19.*

**61G6-6.015 Alarm System Contractor Examination.**

The certification examinations for those persons desiring to be licensed as alarm system contractors pursuant to Section 489.505(2), F.S., shall consist of the same areas of competency and be graded in the same manner as the certification examination for electrical contractors, except that the technical portion of the examination shall relate only to alarm contracting. There shall be a separate examination for alarm system contracting I and II.

*History–New 12-24-87, Formerly 21GG-6.015.*

**61G6-6.017 Examination Scores.**

(1) For the purpose of certification, a passing examination score on any part of the examination shall be valid only for a period of three (3) years from the date of the examination.

(2) Any current active certified electrical, alarm or electrical specialty licensee, who is an applicant for a state certified electrical, alarm or electrical specialty license by examination in a different category, shall not be required to take the business and finance portion of the exam, provided:

(a) The licensee is not under investigation or prosecution in any jurisdiction for an action that would constitute a violation of Chapter 489, Part II, F.S., or if so, until such time as the investigation or prosecution is complete; and,

(b) The licensee has not been disciplined by the Board, other than being issued a citation.

(3) Any current active certified contractor under Chapter 489 Part I, F.S., may use their Florida Construction Industry Licensing (CILB) Board business & finance exam scores in lieu of taking the Florida Electrical Contractors’ Licensing Board business and finance portion of the exam, provided:

(a) The licensee is not under investigation or prosecution in any jurisdiction for an action that would constitute a violation of Chapter 489, Part II, F.S.; or if so, until such time as the investigation or prosecution is complete; and,

(b) The licensee has not been disciplined by the CILB, other than being issued a citation.

*History–New 11-21-07, Amended 10-20-16, 4-28-20.*

## **CHAPTER 61G6-7 SPECIALTY ELECTRICAL CONTRACTORS**

61G6-7.001 Specialty Electrical Contractors

61G6-7.002 Scope of Certification of Certified Electrical Contractors

### **61G6-7.001 Specialty Electrical Contractors.**

The following types of specialty electrical contractors may apply to be certified under the provisions of Chapter 489, Part II, F.S., and Chapter 61G6-5, F.A.C., above. In order to be admitted to a specialty contractor examination, the person must show 6 years of comprehensive training, technical education, or broad experience on the type of electrical or alarm system work for which certification is desired.

(1) Lighting Maintenance Specialty Electrical Contractor. The scope of certification of a lighting maintenance specialty contractor is limited to the installation, repair, alteration, or replacement of lighting fixtures in or on buildings, signs, billboards, roadways, streets, parking lots and other similar structures. However, the scope of the certification does not include the provision of, or work beyond, the last electrical supplying source, outlet, or disconnecting means.

(2) Sign Specialty Electrical Contractor. The scope of certification includes the structural fabrication including concrete foundation, erection, installation, alteration, repair, service and wiring of electrical signs and outline lighting. The scope of certification shall not include the provision of, or any electrical work beyond, the last disconnect mean or terminal points. However, a contractor certified under this section may provide the electrical entrance requirements for metering and main disconnect of remote billboards or signs which are independent of any structure or building and which require no more than twenty-five (25) kilowatts at two hundred fifty (250) volts maximum.

(3) Residential Electrical Contractor. The scope of certification includes installation, repair, alteration, addition to, replacement of or design of electrical wiring, fixtures, appliances, apparatus, raceways, conduit, or any part thereof, in a 1, 2, 3, or 4 family residence not exceeding 2 stories in height, and accessory use structures in connection with the residence. The electrical service installed or worked upon is limited to single phase, 400 ampere single service.

(4) Limited Energy Systems Specialty. The scope of certification of a limited energy systems specialty contractor includes the installation, repair, fabrication, erection, alteration, addition to, or design of electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, conduit, and fiber optics (transmission of light over stranded glass) or any part thereof not to exceed 98 volts, (RMS). The scope of work of this license does not include installation, repair, fabrication, erection, alteration, addition to, or design of electrical wiring, fixtures, appliances, thermostats, apparatus, raceways, conduit, that are part of an alarm system.

(a) The scope of certification is limited to electrical circuits and equipment as set forth in Section 489.505(7), F.S.

(b) The scope of certification shall not include work performed by public utilities exempt under the terms of Section 489.503(4), F.S., or exempt due to the regulatory jurisdiction of the Florida Public Service Commission.

(c) The scope of work of this license may also be performed by the following certified and registered license categories: Unlimited Electrical Contractor, Alarm System Contractor I, Alarm System Contractor II, and Residential Electrical Contractor.

(5) Utility Line Electrical Contractor. The scope of certification of a utility line electrical contractor means a utility contractor whose business includes all types of transmission electrical circuits, distribution electrical circuits, and substation construction done for investor owned electrical utilities, city municipal electrical utilities, and cooperatives under the rural electric authority between point of origin and point of delivery.

(6) Two-Way Radio Communications Enhancement Systems Specialty. The scope of certification of a two-way radio communications enhancement system specialty contractor includes the installation, repair, alteration, addition to, testing, replacement and design of electrical wiring, fixtures, antennae, amplifiers, appliances, apparatus, raceways, conduit, or any part thereof not to exceed 98 volts (RMS), for two-way radio communications enhancement systems in all structures. The scope of this license does not include the connection of a system to a fire alarm panel. The scope of work of this license may also be performed by the following license categories: Certified Unlimited Electrical Contractor; Certified Alarm System Contractor I; and Registered Alarm System Contractor I.

*History—New 1-2-80, Amended 7-29-84, 10-14-84, Formerly 21GG-7.01, Amended 2-23-86, 12-24-87, 6-21-89, 3-3-92, Formerly 21GG-7.001, Amended 1-28-96, 12-25-96, 6-11-97, 12-24-97, 7-19-98, 10-7-99, 2-17-00, 4-30-01, 4-30-03, 9-16-07, 12-2-08, 8-22-11, 8-1-19, 7-8-20.*

### **61G6-7.002 Scope of Certification of Certified Electrical Contractors.**

The scope of certification of a certified electrical contractor as defined in Section 489.505(8), F.S., shall include, but not be limited to, all of the specialties designated in Rule 61G6-7.001, F.A.C.

*History—New 1-2-80, Formerly 21GG-7.02, 21GG-7.002.*



## CHAPTER 61G6-8 FEES

### **61G6-8.001 Fees.**

(1) The application fee for the certification examination for electrical or alarm systems contractor shall be one hundred ninety-six dollars (\$196.00). The initial examination fee for the examination for electrical or alarm systems contractor shall be sixty-seven dollars and twenty-five cents (\$67.25) payable to the Department. The applicant shall pay the professional testing service directly for any test administration fee. When the examination is not conducted by a professional testing service pursuant to Section 455.2171, F.S., the entire examination fee shall be payable to the Department.

(2) The initial application fee for licensure as a certified electrical, alarm system or specialty contractor by endorsement or certification of a registered contractor shall be one hundred ninety-six dollars (\$196.00).

(3) The fee for issuance, renewal or reinstatement of certification for electrical contractor or alarm systems contractor shall be two hundred ninety-one dollars (\$291.00).

(4) The fee to reinstate a null and void license shall be four hundred ninety-six dollars (\$496.00).

(5) The re-examination fee for the certification examination shall be sixty-seven dollars and twenty-five cents (\$67.25) payable to the Department. The re-examination fee for the Business Computer-Based Test shall be paid directly to the professional testing service. When the computer-based testing (CBT) of the examination is not conducted by a professional testing service pursuant to Section 455.2171, F.S., the entire examination fee shall be payable to the Department.

(6) The initial fee for registration shall be one hundred forty-six dollars (\$146.00).

(7) Inactive status fees:

(a) The fee for placement of a license in an inactive status shall be fifty dollars (\$50.00).

(b) The fee for the renewal of license voluntarily placed on inactive status shall be forty-six dollars (\$46.00).

(8) The fee for renewal of registration shall be one hundred sixteen dollars (\$116.00).

(9) Delinquent Fee. If licensee becomes delinquent, an applicant must elect for active or inactive status, and a twenty-five dollar (\$25.00) delinquent fee will be charged.

(10) The fee for the reactivation of a certified or registered license from inactive to active status shall be forty-six dollars (\$46.00).

(11) Transfer fee. The fee to transfer a certificate or registration from one business organization to another shall be one hundred forty-six dollars (\$146.00) for a certified contractor and forty-six dollars (\$46.00) for a registered contractor.

(12) The fee for the review of the Technical/Safety examination pursuant to the provisions of chapters 455 and 489, F.S., shall be seventy-five dollars (\$75.00). The fee for review of the Business Computer-Based Test (at the site where the original exam was taken) shall be paid directly to the professional testing service.

(13) The initial application fee for licensure by second entity as certified electrical contractor or alarm system contractor shall be two hundred forty-six dollars (\$246.00).

(14) Pursuant to section 455.2281, F.S., in addition to all other fees collected from each licensee, there shall be a five dollar (\$5.00) fee collected at the request of the Department, both upon initial licensure and license renewal for the purpose of combatting unlicensed activity.

(15) The fee to process a change of licensure status at any time other than the beginning of the licensure cycle shall be twenty-five dollars (\$25.00).

*Rulemaking Authority 455.219, 489.507(3), 489.509 FS. Law Implemented 455.217(2), 455.219(1), (5), 455.2281, 455.271, 489.509 FS. History—New 1-2-80, Amended 10-27-80, 5-13-81, 5-3-82, 8-4-82, 5-2-83, 1-19-84, Formerly 21GG-8.01, Amended 7-9-86, 12-24-87, 10-30-88, 2-20-89, 8-26-90, 4-1-91, 7-3-91, Formerly 21GG-8.001, Amended 3-14-94, 11-30-94, 4-5-95, 7-13-95, 12-25-96, 6-1-97, 3-10-98, 12-31-98, 10-4-99, 12-27-04, 6-5-08, 6-29-10, 2-19-14, 6-23-16, 12-10-17, 9-28-21, 8-28-22.*

**61G6-8.002 Special Assessment Fee.**

*History—New 6-29-06, Amended 4-25-10, Repealed 3-1-16.*

## CHAPTER 61G6-9 CONTINUING EDUCATION

- 61G6-9.001 Continuing Education for Reactivation
- 61G6-9.002 Criteria for Continuing Education for Reactivation of License
- 61G6-9.003 Definitions
- 61G6-9.004 Continuing Education Requirements for Renewal for Certificateholders and Registrants
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- 61G6-9.006 Approval of Continuing Education Courses
- 61G6-9.007 Qualifications of Course Instructors
- 61G6-9.008 Course Syllabus (Repealed)
- 61G6-9.009 Required Records Maintained by Course Providers
- 61G6-9.0105 Proof of Completion by Certification Holders and Registrants (Repealed)
- 61G6-9.012 Advertising of Continuing Education Courses
- 61G6-9.013 Continuing Education Courses Required by Disciplinary Action (Repealed)
- 61G6-9.014 Fees
- 61G6-9.015 Continuing Education Exemption for Spouses of Military Personnel

### **61G6-9.001 Continuing Education for Reactivation.**

As a condition to the reactivation of an inactive license, a licensee must submit proof of continuing education which meets the criteria set forth in Rule 61G6-9.002 or 61G6-9.004, F.A.C.

(1) Certified and Registered Electrical Contractors must complete continuing education in the following areas: seven (7) hours technical to include: one (1) hour of an approved provider's specialized or advanced module course, approved by the Florida Building Commission, on any portion of the Florida Building Code, relating to the contractor's respective discipline; one (1) hour workers' compensation, one (1) hour workplace safety, one (1) hour business practices, and one (1) hour of Florida laws and rules education. For certified electrical contractors engaged in alarm system contracting, two (2) hours on false alarm prevention which is designated as technical education. The continuing education credits needed for reactivation must be completed within two (2) years preceding reactivation.

(2) Certified and Registered Alarm and Specialty Contractors must complete continuing education in the following areas: seven (7) hours technical to include: one (1) hour of an approved provider's specialized or advanced module course, approved by the Florida Building Commission, on any portion of the Florida Building Code, relating to the contractor's respective discipline; one (1) hour workers' compensation, one (1) hour workplace safety, one (1) hour business practices, one (1) hour of Florida laws and rules education and two (2) hours on false alarm prevention. The continuing

education credits needed for reactivation must be completed within two (2) years preceding reactivation.

*History–New 1-2-80, Amended 10-13-80, Formerly 21GG-9.01, Amended 2-20-89, Formerly 21GG-9.001, Amended 12-24-97, 12-27-00, 10-1-03, 4-10-05, 11-21-12, 2-5-15, 9-22-21.*

### **61G6-9.002 Criteria for Continuing Education for Reactivation of License.**

The following programs of continuing education may be used to satisfy the continuing education requirement provided that the licensee complies with the terms set forth herein:

(1) Courses for credit which are business, technical or safety courses, including alternative non-classroom courses relevant to the electrical contracting industry and which require a passing grade taken at an accredited college, university, or community college. The licensee must furnish an official transcript documenting the classroom hours attended and the receipt of a passing grade.

(2) Noncredited courses conducted by an accredited institution of higher learning, official governmental agency, the military, recognized national or state trade or civil organization, or Board approved alternative, non-classroom courses, provided the following conditions are met:

(a) The course must be business, technical or safety course relevant to the electrical contracting industry. For purpose of this rule the following lists are provided as guides for provider applicants in properly categorizing individual courses. Courses in the identified categories include, but are not limited to those listed.

1. Business courses include: (A) Bidding a Job, (B) Maintaining Cash Flow, (C) Interpretation of Contracts and Agreements Purchasing Control, (D) Contract Scheduling, (E) Obtaining Insurance and Bonding, (F) Complying with Contracting Laws and Rules, including Chapters 455 and 489, Part II, F.S. and rule Division 61G6, F.A.C., (G) Personnel Management, (H) Complying with Payroll and Sales Tax Laws, (I) Interpretation of Financial Statements and Reports, and (J) Management Accounting.

2. Technical courses include: (A) General Theory and Electrical Principles, (B) Plan and Specification Reading and Interpretation, (C) Wiring and Protection, (D) Wiring Methods and Materials, (E) Special Occupancies and Situations, (F) Life Safety and Americans with Disabilities Act, (G) Electrical Signs, Outline Lighting, and Structural Considerations, (H) Alarms/ Limited Energy, (I) Estimating, (J) False Alarm Prevention, and (K) Advanced Building Code modules.

3. Safety courses include: OSHA Safety, Procedure for Testing and Use of Tools and Equipment.

(b) The course must follow a written text, which must be submitted to the Board for approval on request.

(c) The instructor of the course must be a professional educator, certified electrical contractor or a similar authority in the field.

The licensee must submit a statement documenting the following:

1. Number of classroom hours attended.
2. Provider of the course.
3. Location of the course.
4. Date of the course.
5. Name of the instructor and his credentials.
6. Benefit received from the course.

(3) An instructor of any of the courses described in subsections (1) and (2) of this rule, may credit his classroom hours of the course toward completion of his continuing education requirement.

*History—New 1-2-80, Formerly 21GG-9.02, 21GG-9.002, Amended 12-27-00, 4-17-01, 4-30-19, 10-28-20.*

### **61G6-9.003 Definitions.**

When used in this rule, the following terms shall have the following meanings:

(1) “Board” means the Electrical Contractors’ Licensing Board.

(2) “Course” means any course, seminar or other program of instruction which has been approved by the Board for the purpose of complying with the continuing education requirements for electrical and alarm contractors.

(3) “Classroom Hour” means fifty minutes of instruction, exclusive of breaks, recesses, or other time not spent in instruction.

(4) “Course Provider” means the person or legal entity who is registered pursuant to this rule chapter and who is responsible for conducting a course approved pursuant to this rule chapter, maintaining records of those in attendance for four years. The course provider is responsible for maintaining records.

(5) “Person” means any natural person and does not include any corporation, partnership or other type of legal entity.

(6) “Homestudy Course” means a continuing education course approved pursuant to this rule chapter, that is offered as a correspondence course and requires a multiple-choice test at the end of the session with a minimum passing score of 75%.

(7) “Interactive Distance Education Course” means a competency based learning course presented through live, synchronous technology or through pre-recorded video coupled with a means for course attendees to ask questions of the instructor(s) and receive responses in a timely manner. Such courses may be presented through video conferencing technologies or interactive computer based applications. Courses shall provide for registration, evaluation, monitoring, and verification of continuing education, as well as require a multiple-choice test at the end of the session with a minimum passing score of 75%.

(8) “Interactive Distance Education Hour” means fifty minutes of approved instruction presented in an interactive distance education setting, exclusive of any breaks, recesses, or other time not spent in instruction.

*History—New 11-30-94, Amended 1-3-96, 6-13-96, 1-4-01, 2-10-03, 8-10-05, 10-28-20.*

### **61G6-9.004 Continuing Education Requirements for Renewal for Certificateholders and Registrants.**

(1) Each person who is certified or registered by the Board must, as a condition of each renewal of the certificate or registration, provide proof of completion of continuing education in one or more courses approved by the Board.

(a) As part of the required eleven (11) hours of continuing education, Certified and Registered Electrical Contractors must complete one (1) hour business practices; one (1) hour workers' compensation; one (1) hour work place safety; one (1) hour Florida laws and rules; and seven (7) hours on technical subjects which includes one (1) hour of an approved provider's specialized or advanced module course, approved by the Florida Building Commission, on any portion of the Florida Building Code, relating to the contractor's respective discipline practices.

(b) In addition to the continuing education hours required by paragraph 61G6-9.004(1)(a), Certified and Registered electrical contractors engaged in alarm system contracting must also complete two (2) hours on false alarm prevention.

(c) As part of the required seven (7) hours of continuing education, Certified and Registered Alarm and Specialty Contractors must complete one (1) hour business practices; one (1) hour workers' compensation; one (1) hour work place safety; one (1) hour Florida laws and rules; two (2) hours on false alarm prevention; and one (1) hour of an approved provider's specialized or advanced module course, approved by the Florida Building Commission, on any portion of the Florida Building Code, relating to the contractor's respective discipline practices.

(2) A person who holds more than one certificate or registration issued by the Board is required to complete the continuing education requirements only once during each biennial period. Proof of completion by any such person must be submitted with each renewal application.

(3) A person certified or registered by the Board who is also certified under Chapter 468, Part XII, F.S., as a building official, inspector, or plans examiner shall be required to complete the continuing education requirements only once during each biennial period.

(4) For his or her initial license renewal, a Certified or Registered Electrical Contractor licensed 12 or more months prior to the end of the first biennial period is required to complete 5 hours of continuing education as a condition of renewal. The 5 hours of continuing education must include the following areas: 1 hour business, 1 hour worker's compensation, 1 hour work place safety, and 1 hour laws and rules. For alarm system contractors and electrical contractors actively engaged in alarm contracting, the remaining 1 hour shall be in false alarm prevention.

(5) For his or her initial license renewal, a Certified or Registered Alarm Contractor licensed 12 or more months prior to the end of the first biennial period is required to complete 4 hours of continuing education as a condition of renewal. The 4 hours of continuing education must be in the following areas: 1 hour worker's compensation, 1 hour work place safety, 1 hour laws and rules and 1 hour false alarm prevention.

(6) For his or her initial license renewal, a Certified or Registered Specialty Contractor licensed 12 or more months prior to the end of a biennial period is required to complete 4 hours of continuing education as a condition of renewal. The 4 hours of continuing education must be in the following areas: 1 hour business; 1 hour worker's compensation; 1 hour work place safety; and 1 hour laws and rules.

(7) For his or her initial license, a person licensed for less than 12 months prior to the end of the first biennial period need not complete any continuing education as a condition of renewal.

(8) A licensee may obtain a maximum of four (4) hours of continuing education credits by taking a home study course. A minimum passing score of 75% must be obtained to receive the required CE credits.

(9) (a) One of the required technical classroom hours of continuing education must be obtained by completing an approved provider's specialized or advanced module course, approved by the Florida Building Commission, on any portion of the Florida Building Code, relating to the contractor's respective discipline.

(b) One of the required classroom hours of continuing education shall be in the area of the laws and rules related to electrical and alarm contracting in the State of Florida. For the purposes of this rule, the laws and rules governing the practice of electrical and alarm contracting are Chapters 455 and 489, Part II, F.S., and rule Division 61G6, F.A.C.

(10) During any biennial period, a licensee may obtain credit for taking a particular approved continuing education course only once.

*History—New 11-30-94, Amended 4-22-01, 8-15-04, 1-30-05, 8-10-05, 8-15-06, 3-27-13, 2-5-15, 4-30-19, 9-22-21.*

#### **61G6-9.005 Registration of Course Providers.**

(1) (a) Each course provider must register with the Board prior to submitting any continuing education courses to be conducted by a course provider to the Board for approval.

(b) A university or college which is regionally accredited by an accrediting agency recognized by the United States Department of Education (USDOE); and which university or college offers courses in the contracting areas specified in part II, chapter 489, F.S., and pursuant to rule chapter 61G6-9, F.A.C., will be approved as a course provider upon submitting an application to the Board.

(2) The application for registration must be submitted on the ECLB Continuing Education Provider Approval Application, form number, DBPR ECLB 11, 07/10/2012, with instructions, which is incorporated by reference in subsection 61-35.012(11), F.A.C., copies of which are provided by the Board upon request and must include the name, address, phone number and facsimile number of the course provider. The

registration must also include the name and address of each person or entity who has an ownership interest in the course sponsor or who is entitled to receive any portion of the revenues from the course provider. A course provider making an application to offer interactive distance education must submit evidence of the following:

(a) That the course contains a high level of interactivity which promotes student involvement, and demonstrates that the program measures learning and assesses mastery of content at regular intervals.

(b) That the course provider will be able to monitor student enrollment, participation, and course completion.

(c) That the course provider can demonstrate that stated course hours are consistent with the actual hours it takes to complete the course.

(d) That the course provider has qualified instructor(s) available to answer questions and provide the students with the necessary assistance during the duration of the course.

(e) That the student shall be required to complete and submit a statement at the end of the course that he/she has personally completed each module of instruction.

(3) The course provider registration is valid for four (4) years and expires on May 31st of every other odd numbered year.

(4) The course provider must submit to the Board, in writing, notice of any changes in the information provided in the initial application for registration of the course sponsor. The notification must be made within 30 days following the date the change is effective.

(5) The Board shall maintain a list of all course providers registered with the Board.

(6) The Board shall deny registration of, suspend, or revoke the registration of any course provider if any of the following acts or omissions occur:

(a) Obtaining or attempting to obtain registration or course approval through fraud, deceit, false statements, or misrepresentation of material facts, whether such statements or misrepresentations are made knowingly or negligently.

(b) Failing to provide complete and accurate information in the initial application for registration or in any notification of change in information.

(c) Failing to notify the Board of a change in the information required in subsection (4) for registration of course providers.

(d) Falsifying of any records regarding the continuing education courses conducted by the course provider or the persons who attended the courses.

(e) Failing to maintain any required records regarding the continuing education courses conducted by the course provider or the persons who attended the courses, including the failure to report the names and license numbers of all persons who attended any approved courses.

(f) Failing to train the staff responsible for taking attendance at any approved course or completing the attendance forms.



(g) Failing to provide the Board with copies of any document or other information required to be maintained by the course provider pursuant to this rule.

(h) Advertising that a course has been approved by the Board prior to the date the approval is granted.

(i) Participating in any activity designed or intended to circumvent or evade the requirements of section 489.517, F.S., or the rules adopted by the Board to implement that section.

(j) Failing to identify the number of approved continuing education hours in any course brochures, advertisements, or course completion certificates.

(k) Failure to provide the attendee list to the Department in an electronic format or otherwise violate provisions in section 455.2178(1), F.S.

(7) In the event of suspension or revocation of a course provider's registration, the Board shall require the course provider to cancel the scheduled courses and refund all fees collected by the course provider in connection with any scheduled course.

(8) The Board shall deny approval of, suspend, or revoke the registration of any course provider if any person or entity required to be disclosed in the registration was also disclosed (or was required to be disclosed) in the registration of any course provider who has been suspended or revoked by the Board.

(9) The provider must comply with the requirements stated in section 455.2178, F.S., as a condition of approval as a course provider.

(10) The course provider shall not offer any continuing education courses if the provider status is in a delinquent or expired status.

*History—New 11-30-94, Amended 6-13-96, 10-20-96, 12-25-96, 3-24-99, 11-2-00, 9-4-01, 2-10-03, 10-1-03, 6-6-19, 8-5-19.*

### **61G6-9.006 Approval of Continuing Education Courses.**

(1) (a) Any registered course provider may submit an application, on a form provided by the Department, for approval of a continuing education course. Copies of which may be obtained from the Board office.

(b) Those courses offered by a university or college which is regionally accredited by an accrediting agency recognized by the United States Department of Education (USDOE); and which university or college offers courses in the contracting areas specified in Chapter 489, Part II, F.S., and pursuant to rule Chapter 61G6-9, F.A.C., shall be approved upon receipt of a completed course application and the Board shall not charge a fee for such approval.

(2) Upon receipt of a course application and the appropriate fee, the Board shall approve any, seminar or conference in the electrical or alarm system contracting area provided by any university, community college, vocational-technical center, public or private school, firm, association, organization, person, corporation, or entity which meets the criteria provided in this rule.

(3) Any course approved for the continuing education requirements for persons certified under Chapter 468, Part XII, F.S., shall be accepted for continuing education for renewal under this rule, for persons who are certified under Part XII and who are certified or registered under this part.

(4) The application shall include the total number of classroom hours, the course syllabus, a detailed outline of the contents of the course, including the amount of time planned for each topic, the name and qualifications of all instructors known at the time of the application and the minimum qualifications of any instructors not known at the time of application.

(5) The Board shall approve continuing education courses which appropriately relate to the general business skills or the technical skills required of certificateholders or registrants, and which is taught by qualified instructors.

(6) A continuing education course which addresses specific technical materials or trade knowledge shall be approved if applicable to a specific category or categories of contractor as defined in Section 489.505, F.S.

(7) Continuing education course approval is valid until May 31st of odd numbered years, provided no substantial change is made in the course.

(8) The Board shall approve or deny any application for a continuing education course at the next regularly scheduled Board meeting, provided the application is filed with the agency within forty five (45) days of that meeting. If the application is denied, the Board shall identify the specific reasons for the denial in writing.

(9) A course which has been denied may be resubmitted to the Board with modifications.

(10) The Board shall not deny nor withdraw approval for any course on the basis that another course provider is conducting the same or similar course approved by the Board.

(11) A licensee may earn one (1) laws and rules hour credit and one (1) business hour credit by attending a meeting of the Board wherein disciplinary cases are considered. Licensees must attend the meeting for at least two (2) hours and be present for the complete disciplinary case agenda to receive the continuing education hours. The licensee must check in with the Board staff prior to the beginning of disciplinary proceedings. A licensee may receive continuing education credit for attending the Board meeting only if he or she is attending on that date solely for continuing education credit; he or she may not receive continuing education credit if appearing at the Board meeting for any other purpose, including as a party to a disciplinary action.

(12) The Board shall grant a maximum of seven (7) continuing education credits to any licensee who participates in examination development with the approval of the Board upon submission of documentation of such participation by the Department or a testing provider under contract with the Department. The licensee shall use such credits for the current renewal cycle and provide documentation of participation at least ninety days prior to the end of the renewal cycle.

(13) Providers shall use the following prefixes to designate the number of approved hours in each of the four statutorily mandated categories: “T” for technical subjects, “C” for workers’ compensation, “S” for workplace safety, and “B” for business practices.

(14) The Board shall grant a maximum of four (4) continuing education credits to any licensee who participates as a member of any technical advisory committee to the Florida Building Code Commission. The licensee shall use such credits for the current renewal cycle and provide documentation of participation at least ninety days prior to the end of the renewal cycle.

(15) Board members may receive three (3) hours of continuing education credit per biennium for participation at Board meetings.

*Rulemaking Authority 489.507(3), 489.517(3) FS. Law Implemented 489.517(3) FS. History—New 11-30-94, Amended 6-13-96, 10-20-96, 12-25-96, 10-6-97, 3-24-99, 5-6-99, 11-2-00, 9-4-01, 10-17-05, 7-17-11, 4-30-19, 4-29-21, 12-5-21.*

#### **61G6-9.007 Qualifications of Course Instructors.**

(1) All course instructors shall be qualified, by education or experience, to teach the course, or parts of a course, to which the instructor is assigned.

(2) Any person with a four year college degree or graduate degree is qualified to teach any course in their field of study.

(3) Any certified or registered contractor with at least five years experience may teach any technical course regarding contracting within the scope of the contractor’s license.

(4) A course provider may request approval by the Board regarding the qualifications of a particular instructor for a particular course.

(5) A qualified course instructor may count the assigned credit hours of a course taught toward the required hours of biennial continuing education credit for the biennium in which the course was taught. A maximum of seven (7) hours per biennium may be awarded under this subsection.

*History—New 11-30-94, Amended 6-13-96, 12-3-00, 10-28-20.*

#### **61G6-9.008 Course Syllabus.**

*History—New 11-30-94, Repealed 12-26-11.*

### **61G6-9.009 Required Records Maintained by Course Providers.**

Each course provider must maintain the following records with respect to each course:

- (1) The time, date and place each course is conducted.
- (2) The name, address and qualifications of each instructor who teaches any portion of the course.
- (3) The name, address and certificate or registration number of each person who registered for the course.
- (4) The original sign-in sheet used at the site of the course to register persons who attend each course. The sign-in sheet shall require all attenders to print their name, list their contractor's license number, and sign their name.
- (5) The course syllabus used for each course.
- (6) The attendance forms.
- (7) Each person who completes an approved course shall be issued a certificate of completion by the course provider. The certificate of completion shall contain the name and the license number of the person who completed the course, the course number and letter prefix, the sponsor number, the date of course completion, and the number of approved continuing education hours in the course. The course provider shall maintain a list of the name and license number(s) of each person who completes each course conducted by the course provider.
- (8) The records must be maintained for at least four years following the date the course is completed.
- (9) Each course provider shall provide the Board with copies of any of these required records, upon request by the Board.

*History–New 11-30-94, Amended 6-13-96, 12-25-96, 3-24-99, 11-9-00, 4-30-19.*

### **61G6-9.0105 Proof of Completion by Certification Holders and Registrants.**

*History–New 9-23-99, Repealed 1-19-12.*

### **61G6-9.012 Advertising of Continuing Education Courses.**

*History–New 11-30-94, Amended 11-9-00, Repealed 4-30-19.*

### **61G6-9.013 Continuing Education Courses Required by Disciplinary Action.**

*History–New 11-30-94, Repealed 12-26-11.*

### **61G6-9.014 Fees.**

- (1) The fee for registering each continuing education provider shall be one hundred ninety-six dollars (\$196.00).
- (2) The fee for reviewing each continuing education course approval application shall be twenty-five (\$25.00) per credit hour, not to exceed one hundred dollars (\$100.00) per course.

*History–New 11-30-94, Amended 4-30-19, 9-28-21.*

**61G6-9.015 Continuing Education Exemption for Spouses of Military Personnel.**

A licensee who is the spouse of a member of the Armed Forces of the United States and was caused to be absent from the State of Florida because of the spouse's duties with the armed forces shall be exempt from all licensure renewal provisions under these rules during such absence. The licensee must show proof to the Board of the absence and the spouse's military status.

*History–New 4-3-01.*

**CHAPTER 61G6-10  
DISCIPLINARY GUIDELINES**

61G6-10.001 Purpose (Repealed)

61G6-10.0015 Standards of Practice

61G6-10.002 Violations and Penalties

61G6-10.003 Aggravating or Mitigating Circumstances

61G6-10.004 Payment of Fine

61G6-10.005 Minor Violations and Non-Compliance

61G6-10.006 Reinstatement and Relicensure

61G6-10.007 Probation

61G6-10.008 Mediation

**61G6-10.001 Purpose.**

*History–New 1-1-87, Formerly 21GG-10.001, Repealed 12-26-11.*

**61G6-10.0015 Standards of Practice.**

(1) The Board establishes the following as standards of practice in electrical and alarm system contracting:

(a) An electrical or alarm system contractor shall, prior to engaging or contracting with another entity and or person for the performance of electrical or alarm system contracting as defined by Section 489.505(9), F.S., verify that the entity and or person is certified or registered with the State of Florida.

(b) An electrical or alarm system contractor shall maintain documentation of his or her verification of licensure of all entities or persons that he or she engages or contracts for the performance of electrical or alarm system contracting as defined by Section 489.505(9), F.S. At a minimum, documentation shall include proof of the entities' or persons' current Florida certification or registration.

(c) An electrical or alarm system contractor shall obtain applicable local building department permits prior to performing any electrical or alarm system contracting, unless otherwise exempted pursuant to Section 489.503, F.S.

(2) It shall constitute negligence, incompetence, and/or misconduct in the practice of electrical or alarm system contracting, as set forth in Section 489.533(1)(f), F.S., for an electrical or alarm system contractor to fail to comply with the standards of practice set forth above.

*History—New 8-11-08.*

**61G6-10.002 Violations and Penalties.**

(1) In imposing disciplinary penalties upon licensees, the board shall act in accordance with the following disciplinary guidelines and shall impose a penalty corresponding to the violations set forth below absent aggravating and mitigating circumstances and subject to the other provisions of Chapters 455 and 489, Part II, F.S.: The cited statutory language is intended to provide a description of the violation and is not a complete statement of the violation; the complete statement may be found in the statutory provision cited following the violation description.

(2) The minimum penalty range is based upon a first time single count violation of each provision listed. The maximum penalty range is based upon repeated violations of the same provision of Chapters 455 and 489, Part II, F.S., or the rules promulgated thereto. All penalties at the upper range of the sanctions set forth in the guidelines, i.e., suspension, revocation, etc., include lesser penalties, i.e., fine, probation or reprimand which may be included in the final penalty at the board’s discretion. Probation may be subject to conditions, including restriction from practice in certain settings, restricting the licensee to working only under designated conditions or in certain settings, requiring continuing or remedial education, or any other restriction found to be necessary for the protection of the public health, safety and welfare. In addition to any other discipline imposed under these guidelines, the board may require restitution to a consumer and or assess costs relating to the investigation and prosecution of the case.

(3) The following disciplinary guidelines shall be followed by the board in imposing disciplinary penalties upon licensees for violation of the below mentioned statutes and rules:

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
(a) Section 489.533(1)(a), F.S., failure to comply with any provision of Chapter 455, F.S.	From reprimand and \$500 to \$1,000 fine, up to probation, suspension, revocation or denial.	From reprimand and \$1,000 to \$2,500 fine and probation, up to suspension followed by probation, or revocation or denial.	From reprimand and \$2,500 to \$5,000 fine and suspension followed by probation, or revocation or denial.
(b) Section 489.533(1)(b), F.S., Section 455.227(1)(h), F.S., attempting to procure a license by bribery or fraudulent or willful misrepresentations.	From denial or revocation and \$1,000 fine, up to \$5,000 fine.	Section 489.533(1)(b), F.S.: From denial or revocation and \$5,000 fine, up to \$10,000 fine and denial and or revocation. Section 455.227(1)(h), F.S.: From denial or revocation and \$5,000 fine.	Section 489.533(1)(b), F.S. Denial or revocation and \$10,000 fine. Section 455.227(1)(h), F.S. Denial or revocation and \$5,000 fine.

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
(d) Section 489.533(1)(d), F.S., Section 455.227(1)(c), F.S., being convicted of or entering a plea to a crime related to the practice.	Section 489.533(1)(d), F.S. From reprimand and or \$250 to \$10,000 fine and probation, up to suspension, denial or revocation. Section 455.227(1)(c), F.S. From reprimand and or \$250 to \$5,000 fine and probation, up to suspension, denial or revocation.	Section 489.533(1)(d), F.S. From \$1,000 to \$10,000 fine and probation, up to suspension, denial or revocation. Section 455.227(1)(c), F.S. From \$1,000 to \$5,000 fine and probation, up to suspension, denial or revocation.	Section 489.533(1)(d), F.S. From \$5,000 to \$10,000 fine and suspension followed by probation, denial or revocation. Section 455.227(1)(c), F.S. From \$5,000 fine and suspension, followed by probation, to denial or revocation.
(e) Section 489.533(1)(e), F.S., Section 455.227(1)(l), F.S., making or filing a false report.	From reprimand and \$250 to \$1,000 fine, up to probation or suspension followed by probation.	From \$1,000 to \$5,000 fine and probation, or suspension followed by probation, or revocation.	Section 489.533(1)(e), F.S.: From \$5,000 to \$10,000 fine and revocation. Section 455.227(1)(l), F.S. \$5,000 fine and revocation.
(f) Section 489.533(1)(f), F.S., committing fraud, negligence or misconduct.	From reprimand and \$1,000 to \$5,000 fine and or probation or suspension followed by probation.	From \$5,000 to \$10,000 fine and or suspension followed by probation or revocation.	Revocation and \$10,000 fine.
(g) Section 489.533(1)(g), F.S., violating Chapter 633, F.S., or rules of State Fire Marshal.	From \$1,000 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$2,500 to \$5,000 fine up to suspension followed by probation, or denial or revocation.	Revocation and \$10,000 fine.
(h) Section 489.533(1)(h), F.S., practicing on revoked, suspended, inactive or delinquent license.	Delinquent: From reprimand and \$250 fine, up to probation, suspension followed by probation, or denial or revocation. Inactive, Revoked or Suspended: From reprimand and \$1,000 to \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	Delinquent: From reprimand and \$500 to \$1,000 fine, up to probation, suspension followed by probation, or denial or revocation. Inactive, Revoked or Suspended: From reprimand and \$5,000 to \$10,000 fine, up to suspension followed by probation or denial or revocation.	Delinquent: From reprimand and \$1,000 to \$5,000 fine, up to suspension followed by probation, or denial or revocation. Inactive, Revoked or Suspended: \$10,000 fine and denial or revocation.
(i) Section 489.533(1)(i), F.S., violating the applicable building codes or laws of the state, municipality or county.	From reprimand and \$500 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$2,500 to \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$5,000 to \$10,000 fine, up to probation, suspension followed by probation, or denial or revocation.

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
(j) Section 489.533(1)(j), F.S., Section 455.227(1)(j), F.S., assisting in unlicensed practice.	From reprimand and \$1,000 to \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	Section 489.533(1)(j), F.S. From reprimand and \$5,000 to \$10,000 fine, up to probation, suspension followed by probation, or denial or revocation. Section 455.227(1)(j), F.S. From reprimand and \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	Section 489.533(1)(j), F.S. From \$10,000 fine and suspension followed by probation, up to denial or revocation. Section 455.227(1)(j), F.S. From \$5,000 fine and suspension followed by probation, up to denial or revocation.
(k) Section 489.533(1)(k), F.S., knowingly aiding unlicensed practice by combining or conspiring.	From reprimand and \$2,500 to \$5,000 fine and probation, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$5,000 to \$10,000 fine and suspension followed by probation, or denial or revocation.	From reprimand and \$5,000 to \$10,000 fine, and denial or revocation.
(l) Section 489.533(1)(l), F.S., acting in a name not on the license or failure to properly qualify a firm.	From reprimand and \$500 to \$1,000 fine.	From reprimand and \$1,000 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$5,000 to \$10,000 fine, up to probation, suspension followed by probation, or denial or revocation.
(m) Section 489.533(1)(m), F.S., financial mismanagement or misconduct.	From reprimand and \$1,000 to \$3,000 fine, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$3,000 to \$7,500 fine and probation, up to suspension followed by probation, or denial or revocation.	From reprimand and \$7,500 to \$10,000 fine and suspension followed by probation, or denial or revocation.
(n) Section 489.533(1)(n), F.S., discipline by municipality or county.	Penalty for violation most closely approximating act underlying local discipline.	Penalty for violation most closely approximating act underlying local discipline.	Penalty for violation most closely approximating act underlying local discipline.
(o) Section 489.533(1)(o), F.S., failing to materially comply with provisions of Chapter 489, Part II, F.S., or board rules.	From reprimand and \$500 to \$1,000 fine, up to probation, suspension, revocation or denial.	From reprimand and \$1,000 to \$2,500 fine and probation, up to suspension followed by probation, or revocation or denial.	From reprimand and \$2,500 to \$5,000 fine and suspension followed by probation, or revocation or denial.
(p) Section 489.533(1)(p), F.S., abandoning a project.	From reprimand and \$1,000 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From reprimand and \$2,500 to \$5,000 fine and probation, up to suspension followed by probation, or denial or revocation.	Section 489.533(1)(p), F.S. From reprimand and \$5,000 to \$10,000 fine and suspension, up to revocation.
(q) Section 489.533(1)(q), F.S., failing to affix a registration or certification number as required by Section 489.521(7), F.S.	From \$100 to \$250 fine.	From \$250 to \$400 fine.	From reprimand and \$500 to \$1,000 fine.



<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
(s) Section 489.533(1)(s), F.S., Section 455.227(1)(o), F.S., practicing beyond scope of license.	Geographical: From \$100 to \$250 fine. Occupational: From \$1,000 to \$2,500 fine, up to suspension followed by probation, or denial or revocation.	Geographical: From \$1,500 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation. Occupational: From \$2,500 to \$5,000 fine, up to suspension followed by probation, or denial or revocation.	Geographical: From \$2,500 to \$5,000 fine, suspension followed by probation up to revocation. Occupational: Section 489.533(1)(s), F.S. From \$5,000 to \$10,000 fine, up to suspension followed by probation, or denial or revocation. Section 455.227(1)(o), F.S. From \$5,000 fine, up to suspension followed by probation, or denial or revocation.
(t) Section 455.227(1)(a), F.S., making misleading, deceptive or fraudulent representations in or related to the practice.	From reprimand and \$1,000 to \$5,000 fine and or probation or suspension followed by probation.	\$5,000 fine and or suspension followed by probation or revocation.	Revocation and \$5,000 fine.
(u) Section 455.227(1)(b), F.S., intentionally violating a rule of the board or department.	From reprimand and \$1,000 to \$2,500 fine, up to probation, suspension, revocation or denial.	From reprimand and \$2,500 to \$5,000 fine and probation, up to suspension followed by probation, or revocation or denial.	From reprimand and \$5,000 fine and suspension followed by probation, or revocation or denial.
(v) Section 455.227(1)(g), F.S., having been found liable in civil court for filing false report or complaint against another licensee.	From \$1,000 to \$3,000 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$2,500 to \$5,000 fine and probation, up to suspension followed by probation, or denial or revocation.	From \$5,000 fine and suspension followed by probation, up to denial or revocation.
(w) Section 455.227(1)(i), F.S., failing to report to the Department any person in violation of Chapters 455, and 489, Part II, or Board rules.	From \$500 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$750 to \$1,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$1,500 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.
(x) Section 455.227(1)(k), F.S., failure to perform any statutory or legal obligation.	From \$1,000 to \$2,500 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$2,500 to \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.
(y) Section 455.227(1)(m), F.S., making deceptive, untrue or fraudulent representations or employing a trick or scheme in practice of the profession.	From reprimand and \$500 to \$2,500 fine, up to probation or suspension followed by probation.	From \$2,500 to \$5,000 fine and probation, or suspension followed by probation, or denial or revocation.	\$5,000 fine and revocation.
(z) Section 455.227(1)(n), F.S., exercising influence on patient or client for gain of licensee or third party.	From reprimand and \$500 to \$2,500 fine, up to probation or suspension followed by probation.	From \$2,500 to \$5,000 fine and probation, or suspension followed by probation, or denial or revocation.	\$5,000 fine and revocation.

<b>VIOLATION</b>	<b>1st OFFENSE</b>	<b>2nd OFFENSE</b>	<b>3rd OFFENSE</b>
(bb) Section 455.227(1)(q), F.S., violation of Chapters 455 and 489 Part II, F.S., DBPR or Board rules, DBPR or Board Order, or subpoena.	From \$1,000 to \$5,000 fine and suspension until compliance, up to revocation.	From \$5,000 fine and suspension until compliance, up to revocation.	\$5,000 fine and revocation.
(cc) Section 455.227(1)(t), F.S., failing to report to Board, in writing, criminal plea or conviction within 30 days.	From \$500 to \$1,000 fine and probation, suspension followed by probation, or denial or revocation.	From \$2,000 to \$5,000 fine and suspension, up to denial or revocation.	\$5,000 fine up to denial or revocation.
(dd) Section 455.227(1)(r), F.S., improperly interfering with an investigation or inspection authorized by statute, or with any disciplinary proceeding.	From \$1,000 to \$5,000 fine, up to probation, suspension followed by probation, or denial or revocation.	From \$5,000 fine and probation, suspension followed by probation, or denial or revocation.	\$5,000 fine and suspension, up to denial or revocation.

*History—New 12-10-86, Amended 2-26-89, Formerly 21GG-10.002, Amended 12-24-97, 2-18-99, 10-4-99, 2-12-04, 8-17-06, 6-15-17.*

### **61G6-10.003 Aggravating or Mitigating Circumstances.**

When either the petitioner or respondent is able to demonstrate aggravating or mitigating circumstances to the board by clear and convincing evidence, the board shall be entitled to deviate from the above guidelines in imposing discipline upon an applicant or licensee. Absence of any such evidence of aggravating or mitigating circumstances before the hearing officer prior to the issuance of a recommended order shall not relieve the board of its duty to consider evidence of mitigating or aggravating circumstances. Based upon the following factors, the board may impose disciplinary action other than the penalties recommended above:

- (1) The degree of harm to the consumer or public;
- (2) The number of counts in the administrative complaint;
- (3) The disciplinary history of the applicant or licensee;
- (4) The status of the applicant or licensee at the time the offense was committed;
- (5) The degree of financial hardship incurred by a licensee as a result of the imposition of the fines or suspension of his practice.

Any penalties imposed by the board may not exceed the maximum penalties set forth in Section 489.533(2), F.S.

*History—New 1-1-87, Formerly 21GG-10.003, Amended 10-1-03.*

**61G6-10.004 Payment of Fine.**

All fines imposed by the Board for violations of Sections 489.531 and 489.533, F.S., shall be paid within thirty (30) days from the date of the final order entered by the Board. The Board will allow a payment plan upon request of the licensee at the hearing, if extenuating circumstances are demonstrated.

Failure to pay fine within the 30-day period may result in disciplinary action.

*History—New 7-3-91, Formerly 21GG-10.004, Amended 3-24-94, 12-24-96, 9-22-97, 5-8-17.*

**61G6-10.005 Minor Violations and Non-Compliance.**

(1) Subject to the limitations imposed by this rule, the following violations are designated as minor for the purposes of Section 455.225(3), F.S.

(a) Violation of Section 489.533(1), F.S., by practicing in a name not on the license.

(b) Violation of Section 489.513(5), F.S., by contracting in a city or county not licensed in.

(c) Violation of Section 489.533(1)(j), F.S., by pulling a late permit.

(d) Violation of Section 489.533(1)(q), F.S., by failing to include the license number in each offer of services, business proposal or advertisement as required by Section 489.521(7)(b), F.S.

(2) The designation of violations as minor for the purposes of Section 455.255(3), F.S., is limited to initial violations.

(3) A monthly report of notices of non-compliance issued by the Department shall be reviewed by the Board to monitor this procedure.

(4) Notices of non-compliance issued shall be reviewed by the Probable Cause Panel in any consideration of subsequent allegations of similar violations by the licensee.

*History—New 7-3-91, Formerly 21GG-10.005, Amended 8-14-97, 1-4-98, 5-8-17.*

**61G6-10.006 Reinstatement and Relicensure.**

(1) The Board shall deny certification or registration to a contractor who violates any provisions of Section 489, Part II, F.S.

(2) The Board shall not reinstate the certification or registration, nor issue a new certification or registration, of any contractor whose license has been suspended unless proof is shown that all requirements (including fines) imposed in any final order against the contractor have been met.

(3) (a) The Board shall not relicense a contractor whose certification or registration has been revoked unless proof is shown that all requirements (including fines) imposed in any final order against the contractor have been met.

(b) The Board shall not relicense a contractor whose certificate has been revoked unless he passes the current licensing examination and meets all other requirements for certification.

(c) The Board shall not accept for registration the license of an individual whose license it previously revoked unless the jurisdiction requesting registration requires the individual to meet all current requirements to demonstrate competency, including examination, if required of other new registrants.

(d) Any person who voluntarily relinquishes his license upon notification of a department or board investigation or in lieu of other disciplinary action must appear before the Board and meet current licensing requirements prior to being allowed to seek recertification through the examination or registration in a jurisdiction.

(4) An applicant for reinstatement of a null and void certification or registration shall submit a complete application on the form prescribed by the Department of Business and Professional Regulation (DBPR), DBPR ECLB 10 Application to Reinstate Null and Void Certification or Registration together with all supporting data and appropriate fee. Copies of the application can be obtained by contacting DBPR at the following address: Electrical Contractors' Licensing Board, 2601 Blair Stone Road, Tallahassee, Florida 32399-0751 or at

<http://www.myfloridalicense.com/dbpr/pro/elboard/documents/ECLB10>.

*History—New 3-24-94, Amended 4-5-95, 5-8-17, 2-2-20.*

#### **61G6-10.007 Probation.**

All probation imposed by the Board for violations of Sections 489.531, 489.533 or 455.227, F.S., shall require the probationer to file with the Board, quarterly reports every ninety (90) days from the date of the final order entered by the Board. The quarterly reports must be filed using DBPR/ECLB 4458, Rev. 11-7-03, titled Probation and Quarterly Report Form, which is hereby incorporated by reference and will be effective 11-7-03, copies of which may be obtained from the Board Office. If the probation is related to financial matters, e.g., satisfaction of liens, collection accounts or judgments, the probationer shall be required to submit quarterly reports providing proof of the payments made.

*History—New 2-16-04, Amended 5-8-17.*

#### **61G6-10.008 Mediation.**

Pursuant to Section 455.2235, F.S., the Board designates the following areas as appropriate for mediation:

(1) Section 489.533(1)(q), F.S.; License number not in ad, or wherever else required.

(2) Section 489.533(1)(r), F.S.; any complaint that is based on non-completion of contract for not having a final inspection done; this would only be considered if the appropriate permit has been obtained in accordance with normal procedure.

(3) Section 489.533(1)(m)4., F.S.; Contractor fails, within 18 months, to pay or comply with a repayment schedule of a judgment obtained against the contractor or a business qualified by the contractor that is related to the practice of contracting.

*History—New 3-21-95, Amended 12-24-96, 11-25-07, 5-8-17.*

## CHAPTER 61G6-11 CITATION AUTHORITY

### **61G6-11.001 Citations.**

The following violations of Section 489.533, F.S., may be resolved by the issuance of a citation pursuant to Section 455.224, F.S., and Title 61, F.A.C.

(1) Section 489.533(1)(i): Minor local code violations; late permit where no inspections missed; missed inspections, where inspections are later made; job finished w/o permit, but permit and inspections later obtained.	First offense: \$200.00 fine Second offense: \$500.00 fine Third offense: Prosecuted pursuant to Section 455.225
(2) Section 489.533(1)(l): Failure to properly qualify a firm.	First offense: \$500.00 fine Second offense: Prosecuted pursuant to Section 455.225
(3) Section 489.533(1)(q): License number not in ad, or wherever else required.	First offense: \$100.00 fine Second offense: \$300.00 fine Third offense: \$500.00 fine Fourth offense: Prosecuted pursuant to Section 55.225
(4) Section 489.533(1)(s): Contracting outside geographical area of license.	First offense: \$500.00 fine Second offense: Prosecuted pursuant to Section 455.225
(5) Section 489.533(1)(h): Contracting on inactive/delinquent license, where license is reactivated upon issue of citation.	First offense: \$200.00 fine Second offense: Prosecuted pursuant to Section 455.225
(6) Sections 489.533(1)(o)/489.510: Failure to maintain worker's compensation insurance.	First offense: \$500.00 fine Second offense: Prosecuted pursuant To Section 455.225
(7) Sections 489.533(1)(o)/Rule 61G6-5.008: Failure to maintain public liability insurance.	First offense: \$500.00 fine Second offense: Prosecuted pursuant to Section 455.225
(8) Sections 489.533(1)(o)/489.517(3): Failure to complete continuing education	First offense: \$500.00 fine Second offense: Prosecution pursuant to Section 455.225
(9) Section 489.533(1)(r): Late permit where no inspections missed; missed inspections, where inspections are later made; job finished without permit, but permit, inspections later obtained.	First offense: \$100.00 fine Second offense: \$300.00 fine Third offense: \$500.00 fine Fourth offense: Prosecuted pursuant to Section 455.225

(10) Section 489.533(1)(g): First offense: \$100.00 fine  
Violation of Chapter 633 or Rules of the Second offense: \$300.00 fine  
State Fire Marshal where violation is Third offense: \$500.00 fine  
corrected and no physical harm to any Fourth offense: Prosecuted pursuant  
person or monetary harm to customer. to Section 455.225

(11) Section 489.533(1)(o)/subsection First offense: \$400.00 fine.  
61G6-5.008(4): Second offense: \$500.00 fine.  
Failure to timely respond to Board audit.

Except as provided in this rule, citations shall be issued pursuant to this rule only where the violation is the first offense, where the violation is the sole offense cited, and where no harm to consumers results from the violation. The disposition of reported violations prosecuted pursuant to Section 455.225 F.S., shall be according to Chapter 61G6-4 and/or Chapter 61G6-10, F.A.C.

*History—New 1-19-92, Formerly 21GG-11.001, Amended 4-14-98, 12-27-04.*

## **CHAPTER 61G6-12 BURGLAR ALARM SYSTEM AGENT SPONSOR AND TRAINING COURSES**

61G6-12.001 Requirements for Burglar Alarm System Agent Training Courses  
61G6-12.0015 Requirements for Burglar Alarm System Agent Identification Card  
61G6-12.002 Requirements for Fire Alarm System Agent Training Courses  
61G6-12.003 Requirements for Fire Alarm System Agent Identification Card  
61G6-12.004 Continuing Education Requirements for Fire Alarm System Agents  
(Repealed)

### **61G6-12.001 Requirements for Burglar Alarm System Agent Training Courses.**

(1) The course fee shall be \$15.00 per hour, not to exceed \$60.00 per course.

(2) The completed Training Provider and Continuing Education Course Approval Application on a form provided by the Department. Copies of the form may be obtained from the Board office.

(3) Instructor Requirements are as follows:

(a) All course instructors shall be qualified, by education or experience, to teach the course, or parts of a course, to which the instructor is assigned.

1. Any person with a four year college degree or graduate degree is qualified to teach any course in their field of study.

2. Any certified or registered contractor with at least five years experience may teach any technical course regarding contracting within the scope of the contractor's license.

(b) Course sponsors may request approval by the board regarding the qualifications of a particular instructor for a particular course.

(4) Each course sponsor must maintain the following records with respect to each course:

(a) The time, date and place each course is conducted.

(b) The name, address and qualifications of each instructor who teaches any portion of the course.

(c) The name, address and certificate or registration number of each person who registered for the course.

(d) The original sign-in sheet used at the site of the course to register persons who attend each course. The sign-in sheet shall require all attendees to print and sign their name.

(e) The course syllabus used for each course.

(f) The attendance forms.

(g) Each person who completes an approved course shall be issued a certificate of completion by the course sponsor. The certificate of completion shall contain the name of the person who completed the course. The course sponsor shall maintain a list of the name of each person who completes each course conducted by the course sponsor.

(h) The records must be maintained for at least three years following the date the course is completed.

(i) Each course sponsor shall provide the board with copies of any of these required records, upon request by the board.

(5) Course requirements: The Board shall approve burglar alarm system agent courses which address basic alarm system electronics, in addition to related training, including CCTV and access control, communication and signaling.

(6) A course syllabus shall be presented to the Board for approval which shall specify the name of the course, the number of the course assigned, the name and address of the course sponsor and a description or outline of the contents of the course.

(7) Courses may be offered in a synchronous distance learning format such as a webinar or live chat upon approval of the method of presentation by the Board.

*History—New 5-11-98, Amended 7-17-11, 10-16-13.*

**61G6-12.0015 Requirements for Burglar Alarm System Agent Identification Card.**

After the completion of the course outlined in Rule 61G6-12.001, F.A.C., the licensee shall issue identification cards to each of the alarm system agents. The card shall be at least 3 1/4 x 2 1/4 inches in size. The card shall contain: 1 x 1 1/4 inch full face picture of the alarm system agent; name of the holder of the card; name and license number of the unlimited electrical contractor or licensed alarm system contractor; name and address of the business organization; signature of the contractor and the card holder; and issue date and expiration date of the card. The expiration date must be within 2 years of the issue date. The identification card must be in the possession of the burglar alarm system agent while engaged in all burglar alarm system agent duties. An electronic or digital facsimile of the identification card available on a mobile device is acceptable in lieu of a physical copy of the card.

The card shall be issued in the following format:

<b>BURGLAR ALARM SYSTEM AGENT</b>	
The bearer of this card has met the training requirements pursuant to Section 489.518, F.S.	
PHOTO HERE	Name: Tom Brown Business: Alarm Center, Inc., Address: 1940 N. Monroe St. Tallahassee, FL 32399 Signature: <i>Tom Brown</i>
Qualifier: John Doe	License # EC 0012345
Signature: <i>John Doe</i>	
Issued: October 1, 2004	Expires: September 30, 2006

<b>BURGLAR ALARM SYSTEM AGENT</b>	
The bearer of this card has met the training and CE requirements pursuant to Section 489.518, F.S.	
PHOTO HERE	Name: Tom Brown Business: Alarm Center, Inc., Address: 1940 N. Monroe St. Tallahassee, FL 32399 Signature: <i>Tom Brown</i>
Qualifier: John Doe	License # EC 0012345
Signature: <i>John Doe</i>	
Issued: October 1, 2004	Expires: September 30, 2006

*History–New 10-3-04, Amended 12-10-17.*

**61G6-12.002 Requirements for Fire Alarm System Agent Training Courses.**

- (1) The training provider application fee shall be \$200.00.
- (2) The course fee shall be \$25.00 per hour, not to exceed \$100.00 per course.
- (3) The completed Training Provider and Continuing Education Course Approval Application on a form provided by the Department. Copies of the form may be obtained from the Board office.
- (4) Instructor requirements are as follows:
  - (a) All course instructors shall be qualified, by education or experience, to teach the course, or parts of a course, to which the instructor is assigned.
  - (b) Any person with a four year college degree or graduate degree is qualified to teach any course in his/her field of study.



(c) Any certified or registered contractor with at least five years experience may teach any technical course regarding contracting within the scope of the contractor's license.

(d) Course sponsor may request approval by the Board regarding the qualifications of a particular instructor for a particular course.

(5) Course record requirements are as follows:

(a) Each course sponsor must maintain the following records with respect to each course.

1. The time, date and place each is conducted.
2. The name, address and qualifications of each instructor who teaches any portion of the course.
3. The name and address of each person who registered for the course.
4. The original sign-in sheet used at the site of the course to register persons who attend each course. The sign-in sheet shall require all attendees to print and sign their names.
5. The course syllabus used for each course.
6. The attendance forms.

(b) Each person who completes an approved course shall be issued a certificate of completion by the course sponsor. The certificate of completion shall contain the name of the person who completed the course, date the course was offered, name of the course, length of the course and the course approval number assigned by the Board.

(c) The course sponsor must maintain the records for at least three years following the date the course is completed.

(d) Each course sponsor shall provide the Board with copies of any of these required records, upon request by the Board.

(6) Course requirements: The Board shall approve fire alarm system agent courses which address basic fire alarm system technology in addition to related training in National Fire Protection Association (NFPA) codes and standards and access control training.

(7) A course syllabus shall be presented to the Board for approval which shall specify the name of the course, the name and address of the course sponsor and a description or outline of the contents of the course.

(8) Courses may be offered in a synchronous distance learning format such as a webinar or live chat upon approval of the method of presentation by the Board.  
*History—New 2-18-99, Amended 7-17-11, 10-16-13.*

### **61G6-12.003 Requirements for Fire Alarm System Agent Identification Card.**

After the completion of the course outlined in Rule 61G6-12.002, F.A.C., the licensee shall issue identification cards to each of the alarm system agents. The card shall be at least 3 1/4 × 2 1/4 inches in size. The card shall contain: 1 × 1 1/4 inch full face picture of the alarm system agent; name of the holder of the card; name and license number of

the unlimited electrical contractor or licensed alarm system contractor; name and address of the business organization; signature of the contractor and the card holder; and issue date and expiration date of the card. The expiration date must be within 2 years of the issue date. The identification card must be in the possession of the fire alarm system agent while engaged in the fire alarm system agent duties. An electronic or digital facsimile of the identification card available on a mobile device is acceptable in lieu of a physical copy of the card.

The card shall be issued in the following format:

<b>FIRE ALARM SYSTEM AGENT</b>	
The bearer of this card has met the training requirements pursuant to Section 489.5185, F.S.	
PHOTO HERE	Name: Tom Brown Business: Alarm Center, Inc., Address: 1940 N. Monroe St. Tallahassee, FL 32399 Signature: <i>Tom Brown</i>
Qualifier: John Doe	License # EC 0012345
Signature: <i>John Doe</i>	
Issued: October 1, 1998	Expires: September 30, 2000

<b>FIRE ALARM SYSTEM AGENT</b>	
The bearer of this card has met the training and CE requirements pursuant to Section 489.5185, F.S.	
PHOTO HERE	Name: Tom Brown Business: Alarm Center, Inc., Address: 1940 N. Monroe St. Tallahassee, FL 32399 Signature: <i>Tom Brown</i>
Qualifier: John Doe	License # EC 0012345
Signature: <i>John Doe</i>	
Issued: October 1, 1998	Expires: September 30, 2006

*History—New 1-4-99, Amended 12-10-17.*

**61G6-12.004 Continuing Education Requirements for Fire Alarm System Agents.**

*History—New 2-18-99, Repealed 12-26-11.*