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New Jersey Office of the Attorney General

Division of Consumer Affairs
Fire Alarm, Burglar Alarm and Locksmith Advisory Committee
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New Jersey Burglar & Fire Association
202 West State Street
Trenton, NJ 08608

Attention: Casey Guagenti, President

Dear Mr. Guagenti:

At the March 21, 2006 meeting, the Advisory Committee discussed your correspondence of February 13, 2006 to Chairman Robert Shoremount and is pleased to advise you accordingly with regard to the following inquiries:

1. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to renew a burglar alarm and/or fire alarm license (individual)?

A Licensee will not be required to complete continuing education for the first renewal period in 2007. Continuing education will be required for license renewal in subsequent triennial licensing periods.

The applicable rule is:

13:31A – 1.12 Continuing education requirements.

(b) 1. Applicants shall not be required to complete continuing education requirements for the triennial registration period in which they initially received licensure.

When do the courses have to be completed?

None have to be completed for the first renewal of a license.

Also, should continuing education courses be taken during the current triennial licensing period, expiring on August 31, 2007, a maximum of 8 credits can be used for a licensee's renewal in the subsequent triennial licensing period (13:31A-1.12(b)2.). Caution must be exercised here since

coursed require approval by the Committee and as of this date, the committee has not developed the CEU approval application forms. This then limits currently “approved” courses to those pre-approved by regulation (13:31 A-1.12(h)1.). There are also other methods of obtaining CEU credits outlined in the regulations (13:31A-1.12) besides CEU courses.

Continuing education courses approved by the Committee will be assigned an approval number and will not be available until after September 01, 2007. Consequently, courses offered by individuals or organizations that are not pre-approved by regulation may be taken only during the second licensing period and after a course number is assigned (for individuals currently licensed, the triennial period to complete continuing education will be between September 1, 2007 and August 31, 2010).

The Advisory Committee will develop a process for the approval of continuing education providers and training and will maintain a listing that will be helpful to licensees that are required to complete continuing education during their second triennial licensing period. The Advisory Committee recommends that you review the entire rule, 13:31A-1.12, with regard to continuing education subjects, methods of approval, credited hours, etc.

2. Is there any requirement to complete the eight (8) hour course on barrier free, ADA, and UCC prior to the 2010 renewal deadline?

Prior to renewal of a license in CY210, a licensee will be required to complete three (3) hours in those subjects.

The applicable rule is:

13:31A-1.12 Continuing education requirements

(c) A licensee shall complete a minimum of one continuing education credit per triennial registration period in the Barrier Free Subcode, N.J.A.C. 5:23-7 one continuing education credit in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode, and one continuing education credit in the Americans with Disabilities Act Code, 36 C.F.R. § 1191.

Please also note...A licensee seeking renewal of a burglar alarm license shall complete a minimum of three credits of continuing education in smoke detection systems. A licensee may take a maximum of 12 credits in continuing education courses related to business and/or law. A licensee shall obtain the balance of continuing education credits in trade-related subjects.

3. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to apply for a license?

There are different scenarios for an individual to qualify for a burglar alarm or fire alarm license with regard to the practical experience and technical training requirements. These requirements are not based on credits or accreditation or specific courses. The rules simply refer to 80 hours of technical training.

The applicable rule is:

13:31A-3.1 Requirements for burglar alarm or fire alarm licensure

(a) All applicants seeking licensure to engage in the burglar alarm or fire alarm business shall:

7. Have immediately preceding the submission of the application, at least four years of experience in burglar alarm or fire alarm business, which shall be satisfied by one of the following:

i. Proof that the applicant has completed at least four years of practical hands-on experience, which shall include a minimum of 6,720 hours, working with tools in the installation, alteration, or repair of wiring for fire alarms, burglar alarms, and/or electronic security systems and proof that the applicant has completed 80 hours of technical courses applicable to the field in which the applicant is seeking licensure. The 80 hours of technical courses shall include two hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7, two hours of training in the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the Barrier Free Subcode, two hours of training in the Americans with Disabilities Act Code, 36 C.F.R. § 1191, two hours of training in industrial safety, and 72 hours of training in trade-related subjects. "Practical hands-on experience" shall not include time spent supervising, engaging in the practice of engineering, estimating and performing other managerial tasks relevant to the alarm business. The applicant shall submit a certification by an employer verifying the applicant's practical hands-on experience;

ii. Proof of having earned a bachelors degree in electrical engineering and having completed one year of practical hands-on experience, as defined in (a) 7i above, which shall include a minimum of 1,680 hours. The applicant shall submit a copy of his or her diploma and certification by an employer verifying the applicant's one year of practical hands-on experience; or

iii. Proof of having completed a minimum of one-year course in the study of trade-related electronics at a technical school and having completed three years of practical hands-on experience, as defined in (a)7i above, which shall include a minimum of 5,040 hours. The applicant shall submit a copy of his or her diploma or certificate of completion and a certification by an employer(s) verifying the applicant's three years of practical hand-on experience.

4. What educational courses (number of credits, types of accreditation, specific courses, etc.) are required to apply for a business license?

Any Licensee can qualify a business for a Business License. There are no additional education requirements of a Licensee that qualifies a business for a Business License.

There are, however technical training requirements with regard to unsupervised status for an unlicensed employee of business.

The applicable rule is:

13:31A-3.6 Burglar alarm or fire alarm employees

(b) Any person employed by a licensee to perform the unsupervised installation, servicing or maintenance of burglar alarm or fire alarm shall:

1. Have at least three years of practical experience, as defined in N.J.A.C. 13:31A-3.1; and

2. Have Successfully completed two hours of training in the Barrier Free Subcode, N.J.A.C. 5:23-7, two hours of training the New Jersey Uniform Construction Code, N.J.A.C. 5:23, exclusive of the two hours of training in the Barrier Free Subcode, two hours of training in the Americans with Disabilities Act Code, 36 C.F.R. § 1191, two hours of training in industrial safety, and 32 hours of training in trade-related subjects relevant to the field, or shall have successfully passed a competency examination administered by the Committee.

I trust this information will be helpful to your association and its members. Please contact the Advisory Committee if it can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Cook". The signature is written in black ink and is positioned above the printed name and title.

Barbara A. Cook
Executive Director

C: Robert Shoremount, Chairman
Joseph Donofrio, Deputy Attorney General

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