



August 19, 2016

Dear Licensee,

Pursuant to provision *State Act 217, General Rules Section R338.1016A*, persons holding a Journeyman, Master, Fire Alarm Technician, or Sign Specialist License will be required to obtain training in the new electrical Code. The training shall consist of not less than fifteen (15) hours of instruction, (8) eight hours of instruction for Sign Specialty, on the changes in the ***2014 National Electrical Code***.

Please be advised that renewal of your License for 2017, must be accompanied with a Certificate of Completion for an approved instructional course.

The Certificate of Completion shall contain the following information:

1. Course approval number as granted by the State Electrical Administrative Board.
2. The name of the school, college, organization, company, or person who sponsored or administered the course.
3. The date the Certificate was issued.
4. The Instructor or Program Director's signature.
5. The student's name and municipality.

We are providing you with this information before the time of renewal of your License so that you may have ample notice and sufficient time to obtain the needed hours of instruction.

Approved training program lists are available on the State of Michigan website:
www.michigan.gov/bccfs

Respectfully,

Vincent Cooley
Electrical Inspector Supervisor/Examiner

VC/ms