

**RULES  
OF  
THE TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD**

**CHAPTER 0090-05  
CONTINUING EDUCATION**

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**0090-05-.01 CONTINUING EDUCATION REQUIREMENTS.**

- (1) As a prerequisite for the renewal of a license, a qualifying agent shall obtain sixteen (16) hours of Board-approved instruction in the alarm industry during the two (2) year period prior to the expiration of such license.
- (2) A classroom hour shall be defined as fifty (50) minutes out of the hour of actual instruction.
- (3) The curriculum must be relevant to the alarm industry and meet criteria established by the Board.
- (4) For fire alarm licensure, the qualifying agent must complete a course in fire alarm installation and monitoring prior to the first renewal of such license unless this certification was presented for approval of initial licensing. For purposes of meeting this requirement, the individual must obtain certification by a national training program approved by the Board for qualifying education in the fire alarm classification.
- (5) The Board shall have the authority to accept additional courses other than those stated in paragraph (5) for purposes of meeting the requirements in paragraph (5).
- (6) The Board shall award qualifying agents four (4) hours of continuing education credits for attendance at the Board meeting. Qualifying agents who elect to attend a meeting for credit must complete the sign-in sheet for qualifying agents prior to the start of the Board meeting. The credits will only be available to qualifying agents for two (2) Board meetings per renewal period for a maximum of eight (8) hours of credit.

**Authority:** T.C.A. §§ 62-32-307, 62-32-307(a), 62-32-313, and 62-32-313(c). **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 17, 1994; effective December 30, 1994. Amendment filed May 24, 1996; effective August 4, 1996. Amendments filed March 30, 2012; effective June 28, 2012.

**0090-05-.02 STANDARDS FOR ACCEPTANCE OF CONTINUING EDUCATION COURSES.**

- (1) The Board shall have the authority to review and either accept or deny approval for courses based upon the criteria established in rule 0090-03-.01, paragraph (4).
- (2) Educational courses submitted for approval shall list the following:
  - (a) Title of course.
  - (b) Class length (in hours).

(Rule 0090-05-.02, continued)

- (c) Alarm classification to which course is applicable (ie. burglar alarm, fire alarm, Closed Circuit Television or monitoring).
  - (d) Synopsis and objective(s) or course.
  - (e) Reference materials used with the course.
  - (f) Author of course and employment affiliation.
  - (g) Selection of criteria for students.
  - (h) Related courses.
- (3) Course materials and information shall be submitted to the Board for review. The Board shall accept or reject the course for continuing education credit. The Board may audit the course if deemed necessary for evaluation purposes.
  - (4) All correspondence regarding materials submitted for evaluation by the board and/or its Sub-Committees shall be public record. However, nothing in this rule shall adversely affect copyrighted material.
  - (5) These approved courses must certify the attendance and successful completion of the course for each of its students to the Board on an appropriate form.
  - (6) A course approval shall continue in effect for four (4) years from the date on which the course is approved.
  - (7) The Board reserves the right to issue course approvals for periods of less than four (4) years.
  - (8) Course providers shall resubmit their courses for approval at least one hundred twenty (120) days prior to the applicable expiration date. Failure to meet this deadline may result in the non-approval of a course.

**Authority:** T.C.A. §§ 62-32-307(a) and (c), 62-32-313(k), and 62-32-316. **Administrative History:** Original rule filed January 14, 1993; effective February 28, 1993. Amendment filed October 30, 1994; effective December 30, 1994. Amendment filed May 26, 2009; effective August 9, 2009.

**0090-05-.03 REPEATED COURSE.** Repeated courses will not be given credit for continuing education unless a period of two (2) years has passed between those courses.

**Authority:** T.C.A. § 62-32-307(a) and 62-32-307(c). **Administrative History:** Original rule filed May 26, 2009; effective August 9, 2009.