



## COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

### Standard Procedure for Compliance with Contemporaneous Review for Inspecting Entities

State Electrical Board

Effective Date: October 29, 2019

#### 1. PURPOSE

The purpose of this Standard Procedure is to better define parameters and methods to track an Inspecting Entity's compliance with sections 12-115-120 which requires an Inspecting Entity (IE), including the state, to have publicly posted standard procedures addressing inspectors' contemporaneous review of electricians and apprentices compliance with state electrical licensing, registration, and apprentice-ratio laws.

#### 2. SCOPE

This document specifically applies to:

- Inspecting Entities required to develop and post Standard Practices for Contemporaneous Review; and,
- Staff members employed by the Division of Professions and Occupations in the Department of Regulatory Agencies assigned to:
  - Implement the effective posting and monitoring of these standards.
  - Provide electrical inspections for the state in those areas where the local jurisdiction does not conduct inspections and issue permits.

#### 3. REFERENCES (if Applicable)

- Colorado Revised Statutes
  - [Section 12-115-120\(1\)](#)
  - [Section 12-115-120 \(10\)](#)
  - [Section 12-115-115](#)
  - [Section 12-115-122\(6\)](#)
  - [Section 12-20-405\(2\)](#)
- Board Website re Contemporaneous Review: by Dec. 1, 2019, posted at a later date
- Board Email address: [dora\\_electricalboard@state.co.us](mailto:dora_electricalboard@state.co.us)

#### 4. DEFINITIONS (if Applicable)

- APE - Apprentice Electrician
- Board - State Electrical Board
- Division Director - The Director of the Division of Professions and Occupations (DPO)
- Inspecting Entity (IE) - An inspector performing an inspection for the state, an incorporated town or city, county, city and county, or qualified state institution of higher education. This



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includes electrical inspectors employed by the state to perform electrical inspections.

- ME - Master Electrician
- Program Area - The office of the Board
- EC - Electrical Contractor

### 5. ROLES & RESPONSIBILITIES

The following outlines the roles and responsibilities related to development, implementation, and management for compliance with 12-120-120:

- Inspection Entity
  - Utilizing the minimum requirements in section 6 - Process below and section 12-115-115, C.R.S., establish Standard Procedures to advise its inspectors on how to conduct a contemporaneous review required in, and in compliance with, section 12-115-120(10), C.R.S.
  - Post standard procedures to their public website.
  - Provide link to website to the Division Director upon implementation and as web link is edited/updated.
- Program Area - Program Director and staff:
  - Develop a sample web page that will house minimum requirements for standard procedures and list of links to IE's corresponding webpage(s).
  - Develop, prepare for posting, and maintain posting of a 'spreadsheet' listing the IEs and each IE's web-link(s) to their standard procedures for contemporaneous review.
  - Monitor Board email for IE notifications and process updates to the Board's dedicated website.
  - Expedite process for instances of non-compliance.
- Division Wide Program Services:
  - Website Development for aforementioned postings; 2-3 weeks for work as represented.
  - Assist Program Area for updating information on this Board site.
- AUDIT Team:
  - Set standards for bi-annual auditing for compliance.
  - Refer non-compliant IE to Program Area for possible action.

### 6. PROCESS

#### I. Development of Standard Procedures

Inspecting Entities (IE), including the state, will develop Standard Procedures.

The Division sets the following Minimum Requirements for Inspecting Entity's (IE) Standard Procedures for effective Contemporaneous Review:

1. Establish when, in the permitting process, the IE verifies that the Electrical Contractor (EC) and the EC's full-time Master Electrician (ME) maintains active registration and licensure (respectively), and what IE will do if no active license or registration exists.



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2. Determine method IE will use to verify license and/or registration (i.e. DORA's online licensing system).
3. Establish how IE will handle changes if the EC or ME originally assigned to a job is replaced or leaves the project after the permit is obtained. Determining whether the permit remains in place or terms in which the permit can remain active.
4. IEs must determine when and how their inspector(s) will:
  - a. Conduct occasional, random, on-site inspections for compliance with 12-115-120(1) and (10);
  - b. Verify licensure for all electricians and the registrations of all Apprentice Electricians (APE) performing work at a job site being inspected; and,
  - c. Verify EC's compliance with licensee-to-apprentice ratio, as required by law. IE must also determine actions to take should violations occur.
5. Establish how, if, and when, IE or IE's Inspector will report violations to the Board.

### II. Posting Guidelines

1. IE's Posting Requirements:
  - a. The IE must post the aforementioned standard procedures, related to contemporaneous review, in a prominent location on its public-facing website.
  - b. A link to the webpage on which the procedures have been posted must be provided to the State Electrical Board office via email at [DORA\\_ElectricalBoard@state.co.us](mailto:DORA_ElectricalBoard@state.co.us) by December 1, 2019.
  - c. If an IE does not have a website, the current procedures must be provided via email to the Board at [DORA\\_ElectricalBoard@state.co.us](mailto:DORA_ElectricalBoard@state.co.us) for posting on the Board's website by December 1, 2019.

### 2. DPO/Board Posting Process

Board will create and maintain a webpage that:

- a. Provides minimum requirements for standard procedures; and
- b. A list of Inspecting Entities, including the state, with the hyperlink the IE provided to their Standard Procedures.

List will include access to the standard procedures for IE's that do not have a website.

### III. Auditing Standards and Process

1. At least bi-annually, the Division's Compliance Services office will conduct an audit to:
  - a. Verify links provided to the Director by Inspecting Entities are current and compliant with this SOP and requirements of sections 12-115-120(1) and (10), C.R.S.;
  - b. Verify that the Standard Procedures are compliant with the minimum requirements for Inspecting Entity's Standard Procedures and the requirements of sections 12-115-120(1) and (10), C.R.S.
2. The Compliance Services office will refer instances of non-compliance to the Board's Program



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Area for consideration.

- a. Once received, and pursuant to section 12-115-120(10)(d), C.R.S., the Board's Program Area will initiate a complaint and, after initial approval and delegation by the Board, issue an Order to Show Cause as to why the Board should not issue the IE an Order to Cease and Desist from conducting electrical inspections until the IE comes into compliance.
- b. The Board will conduct a Show Cause hearing to consider the IE's response to the Order to determine the need for a Cease and Desist Order.

## 7. REVISION HISTORY

This procedure is to be reviewed every 12 months by the document owner and remains in effect until otherwise noted.