

Check List for Education Providers

Rhode Island Contractors' Registration and Licensing Board Rules and Regulations

(See Section 3.8)

- 1 Completed Application: The application must include:
 - Name of training provider;
 - Business identifying number (FEIN#);
 - Number of days / years in business;
 - Physical address;
 - Phone number;
 - E-mail address;
 - Type of instruction (on-line, instructor led or both);All areas must be properly filled out and information provided to the Board as required;
Filing Fee: **\$250.00 filing fee** must be provided to process application.
- 2 Reference letter including referring organization's name and contact information;
- 3 Business resume (basic description of business, credentials qualifying the company or organization as a trainer);
- 4 Name of business principals;
- 5 Insurance coverage and policy number (must have at least \$1 million or more in liability coverage); Board needs to be the holder of certificate of insurance.
- 6 Must provide the Board with a copy of Workers Compensation Insurance policy if any employees hired by Provider.
- 7 Course Credit Hours: A charge of \$100 for each hour, for each course that is being provided. Total courses multiplied by \$100 for each course for a grand total.
- 8 Signed Affidavit addressing the following issues:
 - i. All instructors are qualified to teach the courses to be offered;
 - ii. Any facility where courses will be taught will be ADA compliant;
 - iii. Any facility where courses will be taught will be adequately lighted, heated/cooled, void of distractions as much as possible, be equipped with the teaching/learning equipment necessary to enhance learning (such as media

projectors, TV/VCR, marker board and/or other safety equipment needed for instruction), have sufficient seating for attendees, and have easily accessible restrooms available for men and women;

iv. Each credit hour will be equivalent to 50 minutes of instruction time;

v. Each instructor will be properly registered and/or licensed within his/her trade or otherwise properly qualified;

vi. The provider and/or instructor will provide each applicant/registrant/licensee with certificates of completion for each course and that each certificate will include the date of the course, number of credit hours completed, contact information of the provider and the instructor, any accreditation information, and signature of the instructor;

vii. The provider will retain copies of certificates issued to students for three years following completion of the course;

viii. All information collected from or provided by any applicant/registrant/licensee will be kept private and that the provider will not provide that information to any third party without the express approval and consent of the applicant/registrant/licensee;

ix. Provider will provide a list of successful applicants/registrants/licensees that have passed the course to the Board electronically;

- 9** List of cost of class and any other fees charged exclusive of books or materials needed for course.
- 10** Evaluations are required and must maintain (for three years) evaluation forms provided by each student of the instructor and courses for potential audit.
- 11** Provider number will be assigned by the Board upon approval to be used on documents sent to the Board.
- 12** May be required to advertise courses as approved including course titles, total credit hours, cost of course (s).
- 13** May have to submit information to a third party provider system in the future.