



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
LOCKSMITH LICENSING PROGRAM
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MEMORANDUM

TO: Tennessee Locksmiths and Locksmith Associations

FROM: Cody Vest, Executive Director

DATE: April 1, 2008

RE: **LOCKSMITH LICENSING EDUCATION PROGRAMS**

The *Tennessee Locksmith Licensing Program* is soliciting submission for Commissioner approval of Locksmith Education Providers, Locksmith Course Instructors, and Locksmith Training Courses to meet statutory qualifying education requirements under Tenn. Code Ann. § 62-11-106 and Administrative Rules 0780-5-13-.07 and 0780-5-.130.10. These Administrative Rules have been filed with the Tennessee Secretary of State and become effective on **May 14, 2008**.

Please refer to the following rules regarding training requirements and course provider and instructor requirements. Applications for Course Provider, Course Instructor, and Course Approval can be downloaded from our website or can be mailed or faxed upon request.

Qualifying Education Requirements:

0780-5-13-.07 QUALIFYING EDUCATION.

(1) An applicant seeking licensure as a general locksmith shall obtain a total of at least of thirty (30) hours of basic education with at least one (1) hour in each of the following subjects:

- (a) Vehicle lock service;
- (b) Cylinder servicing, high security cylinders and pin and wafer tumbler cylinders;
- (c) Exit hardware and door closers;
- (d) Lock set functions and installations;
- (e) Lock opening techniques;
- (f) Lock codes and code cutting equipment;
- (g) Master keying;
- (h) Safe combination locks;
- (i) Access control; and
- (j) Tennessee locksmith laws and rules.

Qualifying Education Requirements: (continued)

(2) An applicant seeking licensure under the category of safe and vault work shall also complete a total of eight (8) hours of education in any of the following subjects:

- (a) Safe servicing;
- (b) Safe penetration; and
- (c) Safe government service administration (GSA) containers.

(3) An applicant seeking licensure under the category of automotive work shall also complete a total of eight (8) hours of education in any of the following subjects:

- (a) Auto openings;
- (b) Key generation; and
- (c) Electronic keys.

Course Provider Approval Requirements:

0780-5-13-.10 QUALIFYING AND CONTINUING EDUCATION PROVIDERS.

(1) Course approval requirements.

(a) Any person or entity seeking to conduct an approved course for qualifying or continuing education credits shall make application on a form prescribed by the commissioner and submit to the commissioner any documents, statements and forms as the commissioner may require. The complete application shall be submitted to the commissioner no later than thirty (30) days prior to the scheduled date of the course. At a minimum, a person or entity seeking approval to conduct a course for qualifying or continuing education shall provide:

- 1. Name and address of the provider;
- 2. Contact person and his or her address, telephone number, fax number and email address;
- 3. The location of the courses or programs;
- 4. The number and type of education credit hours requested for each course;
- 5. Topic outlines, which list the summarized topics, covered in each course and upon request a copy of any course materials;
- 6. If a prior approved course has substantially changed, a summarization of the changes; and
- 7. The names and qualifications of each instructor who is qualified in accordance with paragraph (2) of this rule.

(b) Acceptable topics include, but are not limited to:

- 1. Life Safety Codes;
- 2. Building Codes;
- 3. Americans with Disabilities Act;
- 4. Master Keying;
- 5. Key Records and Codes;
- 6. Key Blanks and Keyways;
- 7 Product Liability;
- 8 Professional Installations; and
- 9 Tennessee locksmith laws and rules.

Course Provider Approval Requirements: (continued)

(c) The commissioner may withhold or withdraw approval of any provider for violation of or failure to comply with any provision of this rule. Such withholding or withdrawal does not constitute a contested case proceeding pursuant to the Uniform Administrative Procedures Act compiled at T.C.A. Title 4, Chapter 5.

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(d) No person or entity sponsoring or conducting a course shall advertise that it is endorsed, recommended, or accredited by the commissioner. Such person or entity may indicate that the commissioner has approved a course of study if that course of study has been pre-approved by the commissioner before it is advertised or held.

(e) Within five (5) working days after the completion of each course, the provider shall submit to the commissioner a list of all attendees, including, if applicable, the attendees' license numbers, who completed the course on the course completion form approved by the commissioner. If the course is for continuing education, each licensee successfully completing the course shall be furnished a certificate certifying completion.

(f) Providers shall maintain course records for at least five (5) years. The commissioner may at any time examine such records to ensure compliance with this rule.

Course Instructor Requirements:

(2) Instructor qualifications and requirements. A person seeking approval as an instructor shall submit an application on a form prescribed by the commissioner. If granted, the approval as an instructor shall be valid for a period of two (2) years from the date of the approval.

(a) An instructor shall have one of the following qualifications:

1. Three (3) years of recent experience in the subject matter being taught; or
2. A minimum of an associates degree in the subject area being taught; or
3. Two (2) years of recent experience in the subject area being taught and twelve (12) hours of college credit and/or vocational technical school technical credit hours in the subject being taught; or
4. Other educational, teaching or professional qualifications determined by the commissioner which constitute an equivalent to one (1) or more of the qualifications in parts (2)(a)1., 2., and 3. of this rule.

(b) In order to maintain approved status, an instructor shall furnish evidence on a form approved by the commissioner that the instructor has taught a commissioner-approved course, or any other course for qualifying or continuing education credit that the commissioner determines to be equivalent, within the preceding two (2) year period. Any instructor who does not meet the requirements of this subparagraph (2)(b) shall be required to submit a new application in accordance with subparagraph (2)(a) above.

(c) All instructors shall furnish a log, on a form prescribed by the commissioner, of all continuing education classes taught during the previous license period, a list of the names of the students enrolled in the classes, the dates, the number of hours and a brief description of the subject matter included in the course or program.