



Construction Craft Training Center

CCTC Continuing Education (CE) FAQs

- Q: If I sign up for one of your CE Options, how long will it take me to complete the process?**
A: CCTC offers 8 hour and 32 hour CE courses. The time it takes you to complete the process should be close to these lengths depending on how fast you can read and type. Obviously slower students will take longer and faster students may take less time. You have 12 months to complete the entire process.
- Q: What happens when I sign up? How long will it be until I can log-in?**
A: Once you complete the application and pay your tuition, CCTC will process your application. You will receive a confirmation email (sent to the email address you put on your application), and a letter, with your log-in info for both the online classroom and the text book area. It may take up to 2 business days (48 hours) before you can log-in. It may take less time and you can attempt to log-in sooner, but if you are unsuccessful, please allow the 2 business days. If you still are unable to log-in after this period, please email mike@cctc.edu.
- Q: How do I log-in to the online classroom?**
A: Once you are enrolled, go to www.cctc.edu and click on the [Online Classroom] link. Then click on the Electrical Continuing Education (CE) option. At this point, you need to select the CE option that you are enrolled in. You will then need to enter your CCTC email address which is typically `lastname_firstinitial@cctc.edu`, and your password which is typically something like `g000####` (g is lower case!). Once you enter this info, you will be allowed into the online classroom.
- Q: Okay, I am in the classroom, now what do I do?**
A: Depending on the CE option you selected, you will be given a number of modules to complete (**note: you only need to complete the modules listed in the classroom, not all the modules available in the online textbook**). First you will want to go to one of the "Online Textbook Links" (use the textbook log-in and password you were sent on your confirmation letter) and read the interactive text for the module. Once you have read and understand the online text book material, you will need to go back to the classroom and select the corresponding Module Review Questions (Required). After you complete the module review questions, you will then be given a grade for the module. You can then proceed to the next module if available. **You must complete the Module Review Questions to be given credit for the modules.**
- Q: I have completed the CE course as required, now what do I do?**
A: Congratulations! Once you have completed the course, send an email to mike@cctc.edu and let him know that you have completed the course. Please include the CE Option that you completed. You will then be emailed a certificate of completion to CCTC email address provided to you.
- Q: How do I submit my renewal application to the DAS?**
A: Download the Renewal Application from our website or the DAS website. Once you have downloaded and printed it out, put the name of the school that you completed your CE at, several schools if need be, along with the location of the school. If you took your CE through CCTC, use the following: School #109 Eden Area ROP/Construction Craft Training Center, Hayward, CA. The state is asking that no application be submitted prior to 3 months and no later than 1 month before your current expiration date. They also require that applicants include a renewal fee of \$100.00. **Note: You must also include all certificates of completion!**
- Q: What other requirements does the DAS have?**
A: In addition to completing your 32 hours of CE, filling out the form, and including your \$100.00 fee, applicants are required to have worked a total of 2000 hours in the trade in the previous 3 years.
- Q: Oops, I did not send in my renewal in time, now what?**
A: If your certification expired before you renewed it, you must pay an additional fee of \$100.00 and you will need to retake the certification exam.