

Labor Review

Welcome!

-James Buck, Director Safety Standards & Licensing

Welcome to "Labor Review". The launch of this publication realizes another goal of Alarm, Locksmith and Fire Sprinkler program. I am very excited to bring this to you. Through your interaction with us in conferences and other venues, we have been able to craft ideas for this project and I am counting on you for more. You have been heard. You want more. I like it! Well, you want more information – you don't want more regulation. I agree. My staff can tell you one of the things I say is —communication can be a wonderful thing. If we work together to increase knowledge and spawn creative solutions for successful operations in providing services and protecting the public's safety, we will overcome the barriers.

I ask that you become a part of this newsletter. Each publication will be filled with your suggestions and ours. The goal of the "Labor Review" is to provide beneficial information to assist in making your tasks as efficient and effective as possible. Our hope is that you will share these publications. Your responses and questions to this publication will assist us in providing information beneficial to you. Please use the e-mail address located in the suggestion box to offer comments, ask questions or provide suggestions for future editions of the Labor Review. We hope to continue the development of our partnership in providing quality and safe services to the citizens of Oklahoma.

Best,
Jim

Review of Licensure Testing

-Myron Jacobs, Occupational Licensure Supervisor

With the number of concerns the Oklahoma Department of Labor (ODOL) has received on test questions, the agency has taken a stern stance on ensuring concerns are addressed and fixed. Currently, Salespersons exams for Burglar Alarm and Commercial/Residential Fire Alarm, Closed Circuit Television, Electronic Access Control, Locksmith, and Nurse Call, are all in the process of development.

Over the month of September, Special Meetings for the Alarm and Locksmith Industry Committee were held to review study guides in order to establish elements and tasks that are tailored specifically for Salespersons. Documents for assigning frequency and critical values to each of the tasks within the standards have been emailed for individuals interested in being a part of this process.

With a request from representatives of the Fire Sprinkler Industry to bring the Manager requirements in line with the national standard, the ODOL has considered the addition of a new test. This exam would serve as an avenue to bridge the gap between current state requirements and national requirements for Managers. This test would be required for applicants who do not possess National Institute for Certification in Engineering Technologies Level III for Plan and Design. Exam questions have been submitted to CareerTech and there are only a few things this test is lacking. This examination will likely roll out this fall.

Calendar of Events

November 2015

Committee Meeting

November 4, 2015

Oklahoma Department of Labor
South Conference Room
3017 N Stiles, Ste 100
Oklahoma City, OK 73105
9:00 a.m.

December 2015

Committee Meeting

December 2, 2015

Oklahoma Department of Labor
South Conference Room
3017 N Stiles, Ste 100
Oklahoma City, OK 73105
9:00 a.m.

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Question and Answer

-Ian Pleasant, Alarm, Locksmith, and Fire Sprinkler Program Manager

Question: Can a new hire work in the field while his application is being processed?

Inspectors frequently address this issue in the field when it comes to new employees. Companies routinely hire new employees and put them in the field prior to receiving a license.

Answer:

Title 59 O.S. § 1800.7 states:

“No person shall engage in an alarm or locksmith industry business in this state without first having obtained a license pursuant to the provisions of the Alarm and Locksmith Industry Act.”

The (15) day application period applies to already licensed technician trainees who are required by statute to inform the Oklahoma Department of Labor of changes in their employment. Companies are required to update and provide a record containing information relative to their employees. A new hire/termination form should be completed on all employees starting or ending service to a company. In essence, everyone on a job site must be licensed prior to working in the field.

“Companies are required to update and provide a record containing information relative to their employees.”

Social Media

Did you know the Oklahoma Department of Labor is active in social media? Scan the QR Code below with your phone to visit the Social Media page of our website!



High School Programs

-Myron Jacobs, Occupational Licensure Supervisor

In the spring of 2015, the Oklahoma Department of Labor (ODOL) was approached with an important request for the Alarm, Locksmith, and Fire Sprinkler (ALFS) Industry. This request was to help out in any way possible to build interest in working in the industry. In examining options, the ODOL has hopefully discovered a way in which these innovative ideas can lead to the development of new career paths into the industry.

Since the inception of the request, the ODOL has partnered with the ALFS Industry and CareerTech to assist with growing concerns of workforce development within various trades. With industry experts, the ODOL was on hand at CareerTech's Summer Conference where a presentation was given on the need for this type of initiative. With CareerTech instructors that were in attendance, ALFS industry experts discussed the need for workforce development programs and an amazing reception was received.

Future meetings will be held with CareerTech instructors to examine the programs already



in place, and just how curriculums can be modified to include the various trades within the ALFS industry. This is a top priority for the ODOL and with the help of industry experts and CareerTech, the installation of these programs will likely transpire in the coming months.



Top Left: Compliance Officer Derrek Lewis

Top Right: Compliance Officer Gordon Meisinger

Bottom: Compliance Officer Russell Whittington

Who is Hard at Work for You?

-Ian Pleasant, Alarm, Locksmith, and Fire Sprinkler Program Manager

Within the Alarm, Locksmith, and Fire Sprinkler (ALFS) program, there are three compliance officers with nearly 100 combined years of Law Enforcement experience. They are Derrek Lewis, Gordon Meisinger, and Russell Whittington. As some of you know, they do an excellent job in covering the State of Oklahoma each week. I feel privileged to be the manager of this program and I look forward to this continued relationship with the industry.

We are proud of our personnel and the work they do in servicing the public. If you have not had the privilege of meeting any of these individuals, please take the time to get to know the representatives of the program. You will notice and learn that they are professional, possess a strong sense of integrity, and display a passion for public safety and health.

How do I File a Complaint?

-Ian Pleasant, Alarm, Locksmith, and Fire Sprinkler Program Manager

To file a complaint with the Alarm, Locksmith, and Fire Sprinkler (ALFS) Program, you will need to visit our department's website and fill out a complaint form. You can send the form through our website, or mail or fax a hard copy to our main office.

Steps to Filing a Complaint

1. Visit the Oklahoma Department of Labor website at <http://www.ok.gov/odol/>
2. Under 'Services', select "Alarm, Locksmith, and Fire Sprinkler" Program
3. Under "Quick Links", select "Online Complaint Form"
4. Fill out all necessary information
5. If you wish to send a hard copy to our main office, print the form and send it to:

Oklahoma Department of Labor

ATTN: ALFS Division

3017 N Stiles, Suite 100

Oklahoma City, OK 73105

Fax: (405) 521-6025

6. If you wish to submit the form online, simply click "Submit" once you have finished the form

Oklahoma Department of Labor

The mission of the Oklahoma Department of Labor is to help ensure fairness, equity and safety in Oklahoma workplaces through ethical behavior, conscientious guidance and loyal service to Oklahoma's employers and employees

Feedback?

For suggestions, comments, or questions e-mail us at:

ALFS@labor.ok.gov

Compliance Activity

-Ian Pleasant, Alarm, Locksmith, and Fire Sprinkler Program Manager

This page contains monthly, statistical data regarding licensing and enforcement activities of the Alarm, Locksmith, and Fire Sprinkler (ALFS) Division.

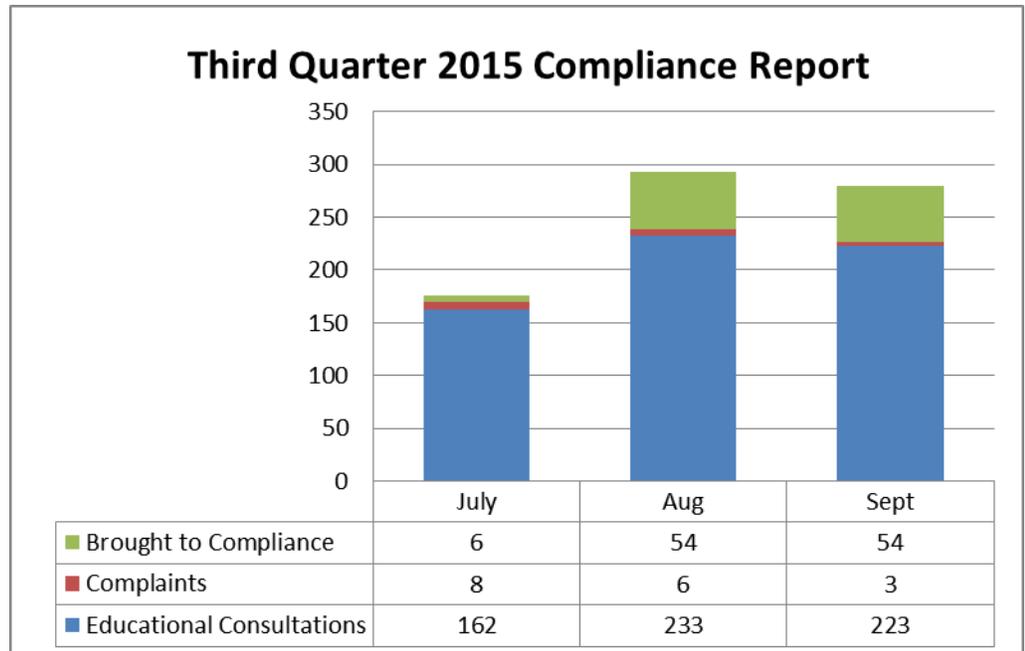


Figure 1. Data from third quarter (July, August, September)

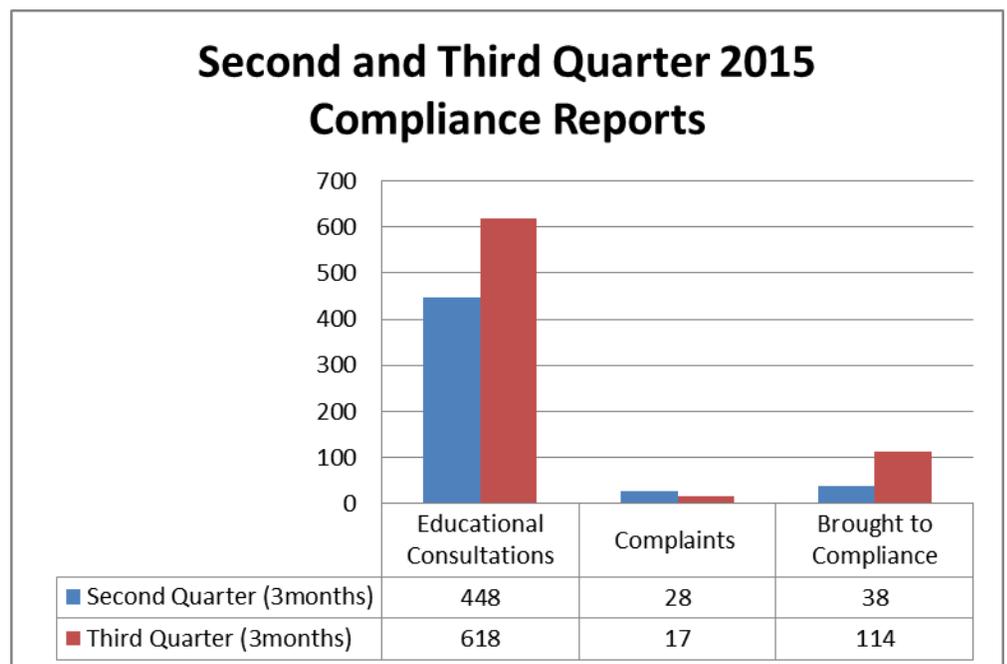


Figure 2. Comparison of second quarter to third quarter

How to Contact Us

-Ian Pleasant, Alarm, Locksmith, and Fire Sprinkler Program Manager

We encourage all feedback from the public and look forward to using the information below as a way to improve communication in this industry.

Email

Ian Pleasant, Program Manager
ian.pleasant@labor.ok.gov

In the "Subject" line, please address whether the email is informational, or is a complaint, followed by the topic of information or complaint. Informational emails can be used for questions, concerns, greetings, or any form of contact other than a complaint. Complaint explanations and directions are addressed in the section titled "How do I File a Complaint?"

Phone

For initial contact, please call the main office:
(405) 521-6100
Toll-free: (888) 269-5353

Our staff is very knowledgeable, and they are always willing to transfer you to the appropriate individuals if needed.

"Please ensure that applications are double-checked so that the requirements of each application are met."

Delays with Processing Applications

-Myron Jacobs, Occupational Licensure Supervisor

Our Licensing Division receives a vast amount of mailed applications daily. With the number of applications that are being processed by our licensing professionals, there are bound to be mistakes in documents submitted.

We have administered a survey to staff to find out what issues they have noticed with applications submitted and have come up with the following list:

- No Driver's License on individual licenses
- Company applications lacking the list of employees
- New companies not filing with the Oklahoma Secretary of State (this proof of registration is required)
- Renewing one's license too early
- Licenses may be renewed up to 90 days prior to expiration
- Please use applications with revision dates of 6/2015 or newer
- Sending copies of expired forms of identification
- The use of outdated application forms
- Not submitting application forms at all
- Not having two forms of approved identification when getting a photograph taken
- Incorrect amount of fees required

For your knowledge, when submitting multiple applications and only one check or money order for payment, if there are mistakes with even one application, the entire envelope with each application and payment can or will be mailed back.

Please ensure that applications are double-checked so that the requirements of each application are met. Requirements are noted on applications. The checking of your application(s) can help in the processing of your license in a timely manner. If you have any questions or concerns on the process for licensure, feel free to contact us at (405) 521-6100.



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Oklahoma City, OK 73105

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OKLAHOMA CITY, OK
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Toll-free: 888-269-5353

Fax: 405-521-6025

E-mail: ALFS@labor.ok.gov

NOTICE

The Oklahoma Department of Labor has printed its debut issue of the “Labor Review” to reach the maximum number of individuals. However, subsequent issues of the “Labor Review” will only be posted on our website and sent electronically through GovDelivery.

To receive notification of when the “Labor Review” is posted, please sign up for the “Labor Review” Newsletter’ alerts through GovDelivery.

This can be accessed by visiting our website at www.ok.gov/odol/ and clicking on the big Red Envelope. Follow the prompts and be sure to select “Labor Review” Newsletter’ to receive alerts when new issues are posted to our website.

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