

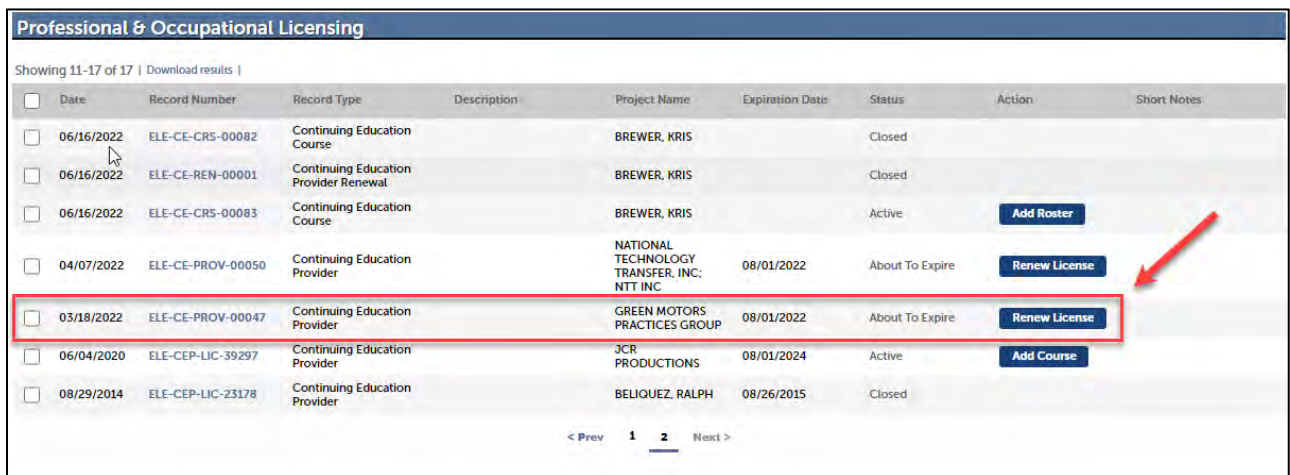
# How to Renew CE Provider and Course Approvals

**Purpose:** The purpose of this document is to provide EXISTING approved CE providers a step by step guide to renewing their provider approval and the approval of a course(s), in which the content has not changed, and they want to have approved for the next CE cycle. A provider can also add new courses to be reviewed/approved at the same time.

## Notes:

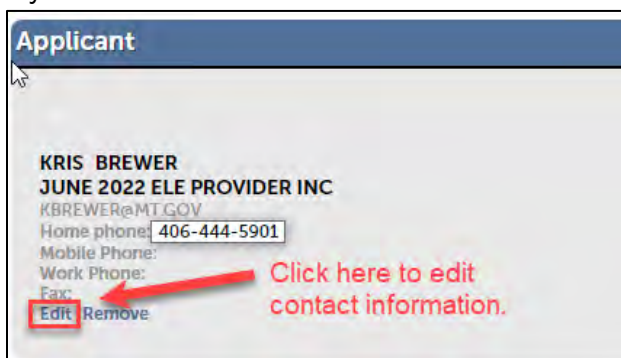
- Renewals open 30 days prior to the expiration date.
  - Electrical – The expiration date is August 1<sup>st</sup> of the even-numbered years.
  - Plumbing – The expiration date is September 1<sup>st</sup> each year. Approvals may be automatically extended by the board if the code is not changed that year.
- All renewed courses will receive a new approval number for the new CE cycle.
- Courses not renewed at the time the provider is renewed will later have to use the “new course” application process.

- 1) Log into your account at <https://ebiz.mt.gov/POL>. Please contact the customer service unit at [dlibsdhelp@mt.gov](mailto:dlibsdhelp@mt.gov) or #(406) 444-6880 for assistance with logging into your existing account.
- 2) Locate your provider record and click on the blue “Renew License” link



Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
06/16/2022	ELE-CE-CRS-00082	Continuing Education Course		BREWER, KRIS		Closed		
06/16/2022	ELE-CE-REN-00001	Continuing Education Provider Renewal		BREWER, KRIS		Closed		
06/16/2022	ELE-CE-CRS-00083	Continuing Education Course		BREWER, KRIS		Active	<a href="#">Add Roster</a>	
04/07/2022	ELE-CE-PROV-00050	Continuing Education Provider		NATIONAL TECHNOLOGY TRANSFER, INC; NTT INC	08/01/2022	About To Expire	<a href="#">Renew License</a>	
05/18/2022	ELE-CE-PROV-00047	Continuing Education Provider		GREEN MOTORS PRACTICES GROUP	08/01/2022	About To Expire	<a href="#">Renew License</a>	
06/04/2020	ELE-CEP-LIC-39297	Continuing Education Provider		JCR PRODUCTIONS	08/01/2024	Active	<a href="#">Add Course</a>	
08/29/2014	ELE-CEP-LIC-23178	Continuing Education Provider		BELIQUEZ, RALPH	08/26/2015	Closed		

- 3) Verify current contact information and *Edit* if necessary.



**Applicant**

**KRIS BREWER**  
**JUNE 2022 ELE PROVIDER INC**  
KBREWER@MT.GOV  
Home phone: 406-444-5901  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

Click here to edit contact information.

# How to Renew CE Provider and Course Approvals

## 4) Courses to be Renewed

- a. Review the list of your currently approved courses and determine those that you will not be seeking renewed approval of and delete them from the table.

**Course Information**

**COURSES**

Add or Remove courses from the table by using the add button or selecting the row then clicking delete. To edit an existing first delete, then add a new row with the the corrected information. For Electrical Provider renewals, if you do not make any changes to a previously approved course then it will be automatically renewed following payment. For all others, after submittal you must go to your Provider List and upload supporting documentation for each course.

Showing 1-6 of 6

<input type="checkbox"/>	Title	Code Hours	Industry Hours	On-Line	In Person	Correspondence	Actions
<input type="checkbox"/>	16hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	16	Yes	Yes	No	Actions
<input checked="" type="checkbox"/>	8hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	8	Yes	Yes	No	Actions
<input type="checkbox"/>	4hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	4	Yes	Yes	No	Actions
<input checked="" type="checkbox"/>	2020 National Electric Code	24	0	Yes	Yes	No	Actions
<input type="checkbox"/>	16 hour NEC® - Analysis of Changes 2020 with Practical Exercises	16	0	Yes	Yes	No	Actions
<input type="checkbox"/>	8hr NEC® - Analysis of Changes 2020 with Practical Exercises	8	0	Yes	Yes	No	Actions

Check those courses that will not be renewed and click *Delete Selected*.

testbiz.mt.gov says

Are you sure you want to delete this record?

# How to Renew CE Provider and Course Approvals

## 5) New Courses for Review/Approval

- a. To add a new course(s) click on the *Add a Row* drop down arrow and select the number of new courses you wish to have reviewed/approved.

**Course Information**

**COURSES**  
Add or Remove courses from the table by using the add button or selecting the row then clicking delete. To edit an existing first delete, then add a new row with the the corrected information. For Electrical Provider renewals, if you do not make any changes to a previously approved course then it will be automatically renewed following payment. For all others, after submittal you must go to your Provider List and upload supporting documentation for each course.

Showing 1-6 of 6

<input type="checkbox"/>	Title	Code Hours	Industry Hours	On-Line	In Person	Correspondence	
<input type="checkbox"/>	16hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	16	Yes	Yes	No	Actions ▾
<input type="checkbox"/>	8hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	8	Yes	Yes	No	Actions ▾
<input type="checkbox"/>	4hr Arc Flash Electrical Safety (based on 2021 NFPA 70E®)	0	4	Yes	Yes	No	Actions ▾
<input type="checkbox"/>	2020 National Electric Code	24	0	Yes	Yes	No	Actions ▾
<input type="checkbox"/>	16 hour NEC® - Analysis of Changes 2020 with Practical Exercises	16	0	Yes	Yes	No	Actions ▾
<input type="checkbox"/>	8hr NEC® - Analysis of Changes 2020 with Practical Exercises	8	0	Yes	Yes	No	Actions ▾

**Add a Row** ▾ **Delete Selected**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows
- Add 6 Rows
- Add 7 Rows
- Add 8 Rows
- Add 9 Rows
- Add 10 Rows

No records found.

- b. Enter the information for each course.

**COURSES**

Add or Remove courses from the table by using the add button or selecting the row then clicking delete. To edit an existing first delete, then add a new row with the the corrected information. For Electrical Provider renewals, if you do not make any changes to a previously approved course then it will be automatically renewed following payment. For all others, after submittal you must go to your Provider List and upload supporting documentation for each course.

<b>*Title:</b> 2020 NEC Updates Part 1	<b>*Code Hours:</b> 8	<b>*Industry Hours:</b> 0
<input checked="" type="checkbox"/> On-Line	<input type="checkbox"/> In Person	<input type="checkbox"/> Correspondence
<b>*Title:</b> 2020 NEC Updates Part 2	<b>*Code Hours:</b> 8	<b>*Industry Hours:</b> 0
<input checked="" type="checkbox"/> On-Line	<input type="checkbox"/> In Person	<input type="checkbox"/> Correspondence

**Submit** Cancel

# How to Renew CE Provider and Course Approvals

- 6) Complete the Attachment section and click *Continue Application*.
  - a. This attachment section is only for provider-related documents such as a cover letter, company policies, etc. **Do not upload course-specific documentation at this time.**
- 7) Verify that the contact, provider, and course information entered is correct. You can edit any information at this time.

Continuing Education Provider

1 Check List 2 **Provider** 3 Pay Fees 4 Record Issuance

Save and resume later Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Continuing Education Provider

**Applicant** Edit

JENNIFER JOHNSON  
Birth Date: 03/07/1973  
Female  
\*\*\*-\*\*-7075  
123 MAIN ST  
ANYTOWN, MT, 59999  
United States  
E-mail: jj@email.com  
I have a U.S. Social Security Number: NO

Verify the information entered  
Edit any incorrect information  
Click Continue Application

**Provider Information** Edit

PROVIDER INFO  
Provider Display Name: JJ ELECTRICAL  
Board: Electrical  
Website URL: www.jjelectrical.com

**Course Information** Edit

COURSES

Title	Code Hours	Industry Hours	On-Line	In Person	Correspondence
Definitions Part 1	0	8	Yes	No	No
Definitions Part 2	8	0	No	Yes	No
Definitions Part 3	4	4	No	No	Yes

**Attachment** Edit

The maximum file size allowed is 50 MB.  
ade; adp; bat; chm; cmd; com; cpl; dll; exe; hta; htm; hml; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhmt; msc; msp; msp; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Document Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later Continue Application >

# How to Renew CE Provider and Course Approvals

8) Review the fees that will be due for the applications entered.

**Continuing Education Provider**

1 Step 1    2 REVIEW    3 Pay Fees    4 Record Issuance

Listed below are fees based upon the information you've entered. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
CE Provider Application Fee	1	\$25.00
CE Provider Course Fee	3	\$30.00

FEES THAT WILL BE ASSESSED:: \$55.00

**Continue Application »**

This screen will show you the fees that are due. Click *Continue Application*.

9) Select the payment type you will be using.

**Continuing Education Provider**

1 Step 1    2 REVIEW    3 Pay Fees    4 Record Issuance

Montana Department of Labor and Industry accepts Credit Cards and Electronic Checks as forms of payment. \* indicates a required field.

**TOTAL FEES:**

The available payment methods are:

Amount to be charged: \$55.00

Pay with Credit Card

Pay with Bank Account

**Continue**

Select payment type then click *Continue*.

# How to Renew CE Provider and Course Approvals

10) Enter your payment information.

**eBiz.mt.gov**

## Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

### Customer Billing Information

Complete all required fields [ \* ]

Name \* KRIS BREWER

Company Name

Billing Address \*

Billing Address 2

Billing City \*

Country \* United States

State \* Montana

ZIP/Postal Code \*

Phone Number \*  
###-###-#### or #####

Fax Number  
###-###-#### or #####

Email Address kbrewer@Mt.gov  
Please enter your email address.

Receipt Email Addresses  
Enter the email addresses you want  
copies of the confirmation receipt  
sent to.

### Credit Card Information

Complete all required fields [ \* ]

Credit Card Type \* Select a Card

Credit Card Number \*

Expiration Date \* Select a Month Select a Year

Name on Credit Card \*  
exactly as it appears on the card

Verification Code \*  
1

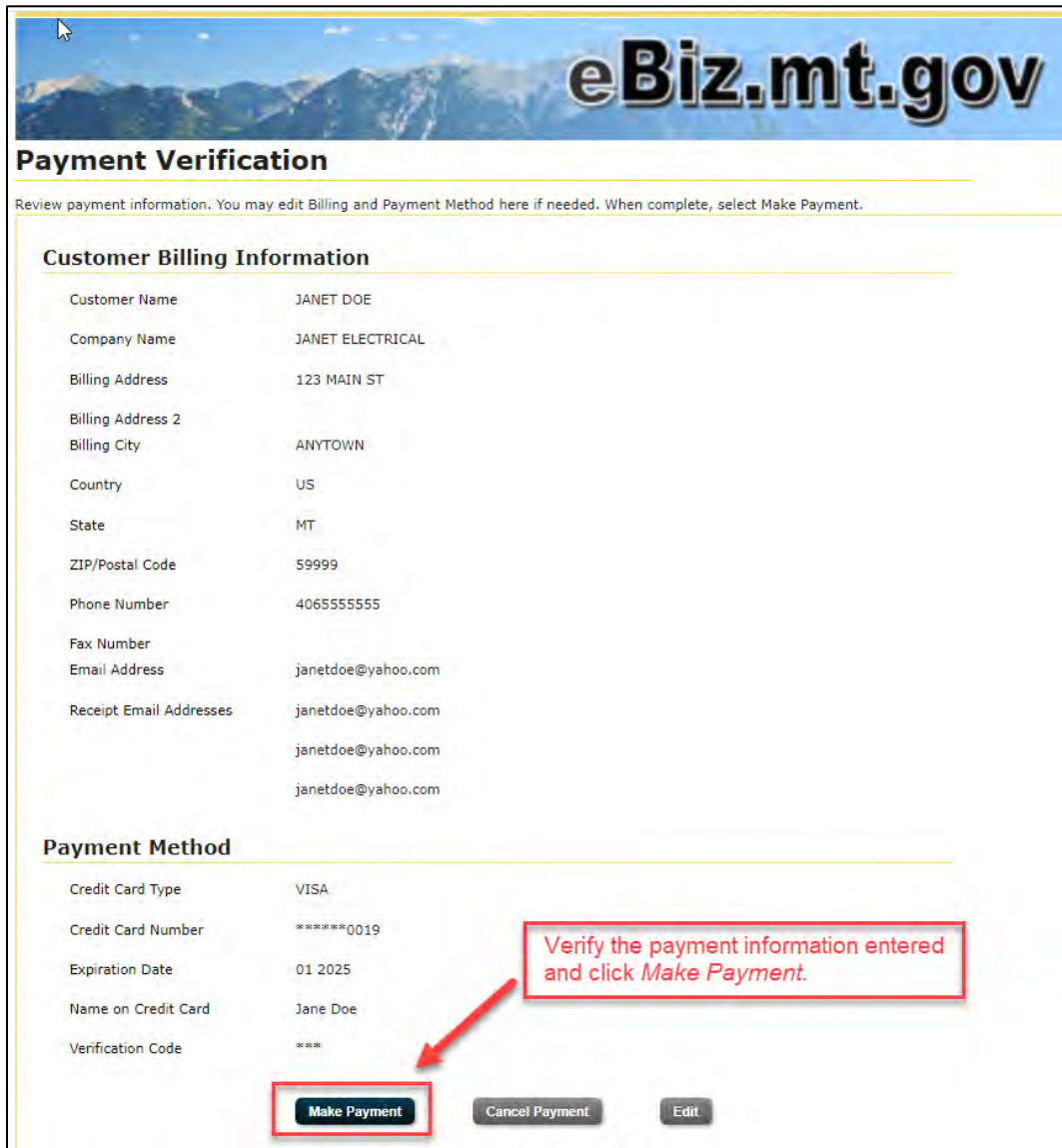
Enter all of the required payment information then click *Continue*.

printed on back of most credit cards 1 printed on front of American Express

**Continue** Cancel Payment

# How to Renew CE Provider and Course Approvals

11) Verify the payment information entered.



**eBiz.mt.gov**

## Payment Verification

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

### Customer Billing Information

Customer Name	JANET DOE
Company Name	JANET ELECTRICAL
Billing Address	123 MAIN ST
Billing Address 2	
Billing City	ANYTOWN
Country	US
State	MT
ZIP/Postal Code	59999
Phone Number	4065555555
Fax Number	
Email Address	janetdoe@yahoo.com
Receipt Email Addresses	janetdoe@yahoo.com janetdoe@yahoo.com janetdoe@yahoo.com

### Payment Method

Credit Card Type	VISA
Credit Card Number	*****0019
Expiration Date	01/2025
Name on Credit Card	Jane Doe
Verification Code	***

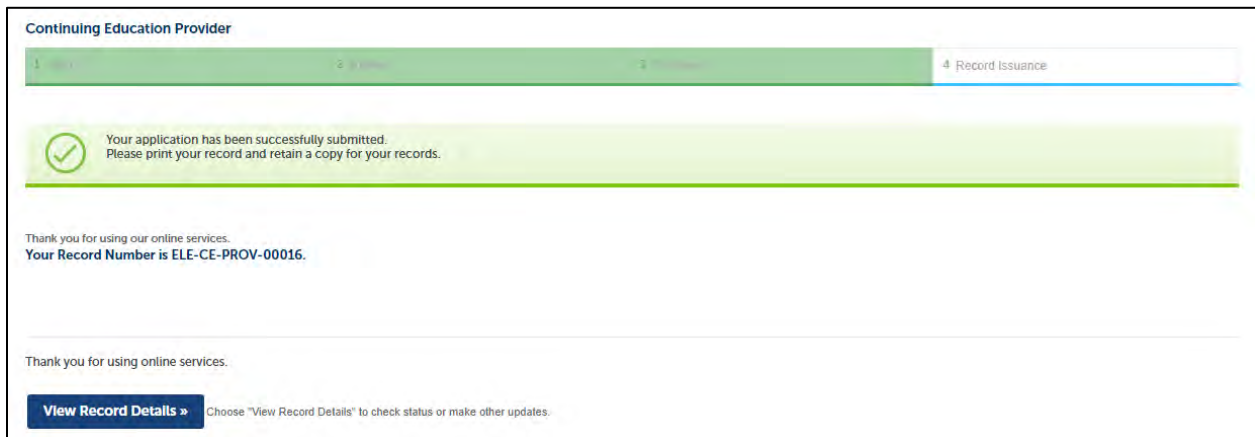
**Make Payment**   **Cancel Payment**   **Edit**

Verify the payment information entered and click *Make Payment*.

# How to Renew CE Provider and Course Approvals

## 12) Confirmation of submittal

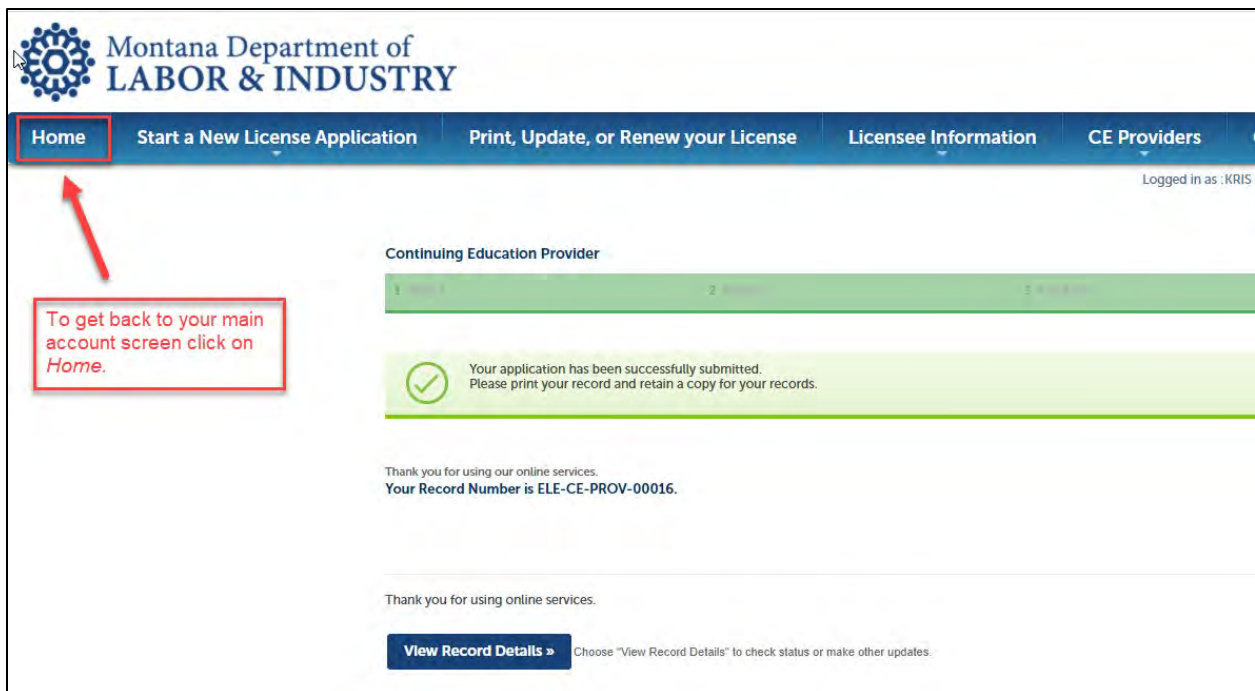
- a) This screen shows that your payment has been made and your application(s) has been created.



## 13) RENEWED Courses – All renewed course will be automatically approved as soon as the payment is made.

## 14) NEW Courses - Document Upload

- a. If you added new courses to be reviewed/approved, you will need to upload the required documentation into each course application record. Until this is done, the applications will not be submitted to the board for review. See the *CE Course Application – Required Documentation* document on the board’s website for more information.





# How to Renew CE Provider and Course Approvals

**Welcome : KRIS BREWER**  
You are now logged in.

- Apply for a new Professional & Occupational License. Video Instructions.
- Apply for a new Health Care License. Video Instructions.
- Print, Update, or Renew your License.** Print Instructions. Renewal Instructions
- Update your account or contact information. Update Contact Information Instructions.

*Click on Print, Update, or Renew Your License.*

**Professional & Occupational Licensing**

Showing 1-10 of 14 | Download results |

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	04/01/2021	<b>ELE-CE-CRS-00030</b>	Continuing Education Course		Definitions Part 3		Document Upload Required		A status of <i>Document Upload Required</i> indicates you, the provider, need to upload the required course application documents before the application can go to the board for review.
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00029	Continuing Education Course		Definitions Part 2		Document Upload Required		
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00028	Continuing Education Course		Definitions Part 1		<b>Document Upload Required</b>		
<input type="checkbox"/>	04/01/2021	ELE-CE-PROV-00016	Continuing Education Provider		JJ ELECTRICAL	04/01/2021	Initial Review		

*Click on the Record Number for the first course you wish to upload documents for.*

**Record ELE-CE-CRS-00030:**

## Continuing Education Course

Record Status: Document Upload Required

Record Info ▾ | Payments ▾ | Custom Component

### Record Details

▼ More Details

☑ Application Information

COURSE INFO

Board:	Electrical
Title:	Definitions Part 3
Code Hours:	4
Industry Hours:	4
On-Line:	No
In Person:	No
Correspondence:	Yes

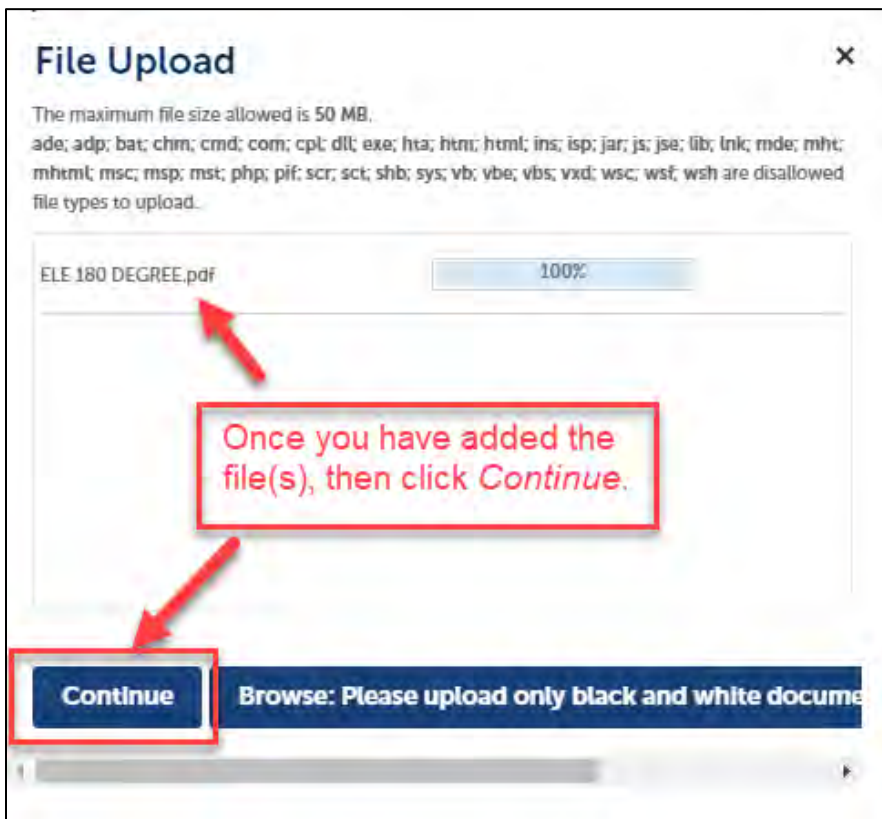
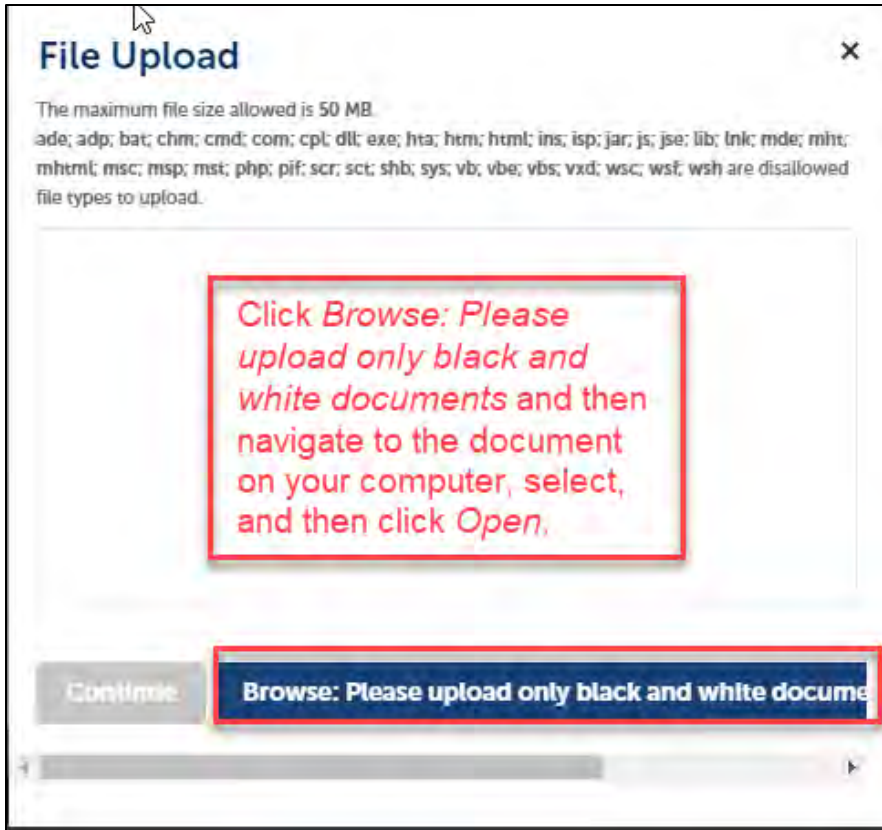
*Click Browse: Please upload only black and white documents.*

### Attachments

The maximum file size allowed is 50 MB. Allowed file types: .ade; .adp; .bat; .chm; .cmd; .com; .cpl; .dll; .doc; .htm; .html; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .mht; .mhtml; .msc; .msp; .mst; .php

**Browse: Please upload only black and white documents.**

# How to Renew CE Provider and Course Approvals



# How to Renew CE Provider and Course Approvals

Record ELE-CE-CRS-00030: Like 0 Tweet

## Continuing Education Course

Record Status: Document Upload Required

Record Info ▾ Payments ▾ Custom Component

### Record Details

▼ More Details

☑ Application Information

COURSE INFO

Board:	Electrical
Title:	Definitions Part 3
Code Hours:	4
Industry Hours:	4
On-Line:	No
In Person:	No
Correspondence:	Yes

### Attachments


The maximum file size allowed is 50 MB.  
ade; adp; bat; chm; cmd; com; cpl; dll; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; plf; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

File: ELE 180 DEGREE.pdf 100% Remove

\* Description:  
Course application documents

**Save** **Browser: Please upload only black and white documents.** **Remove All**

Enter a description of each document then click Save.

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Record ELE-CE-CRS-00030:** **This shows confirmation that the document has been uploaded.**

## Continuing Education Course

Record Status: Document Upload Required

Record Info ▾ Payments ▾ Custom Component

## How to Renew CE Provider and Course Approvals

15) Repeat the upload process for any remaining NEW course applications.

Professional & Occupational Licensing							
Showing 1-10 of 14   Download results							
<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00030	Continuing Education Course		Definitions Part 3		Initial Review
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00029	Continuing Education Course		Definitions Part 2		Document Upload Required
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00028	Continuing Education Course		Definitions Part 1		Document Upload Required

A Status of *Initial Review* indicates the application has been submitted to the board and is awaiting review.