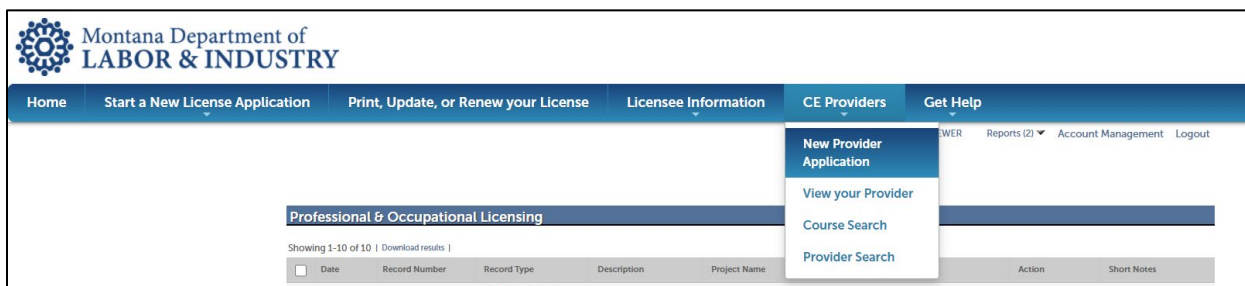


Applying for CE Course Approval

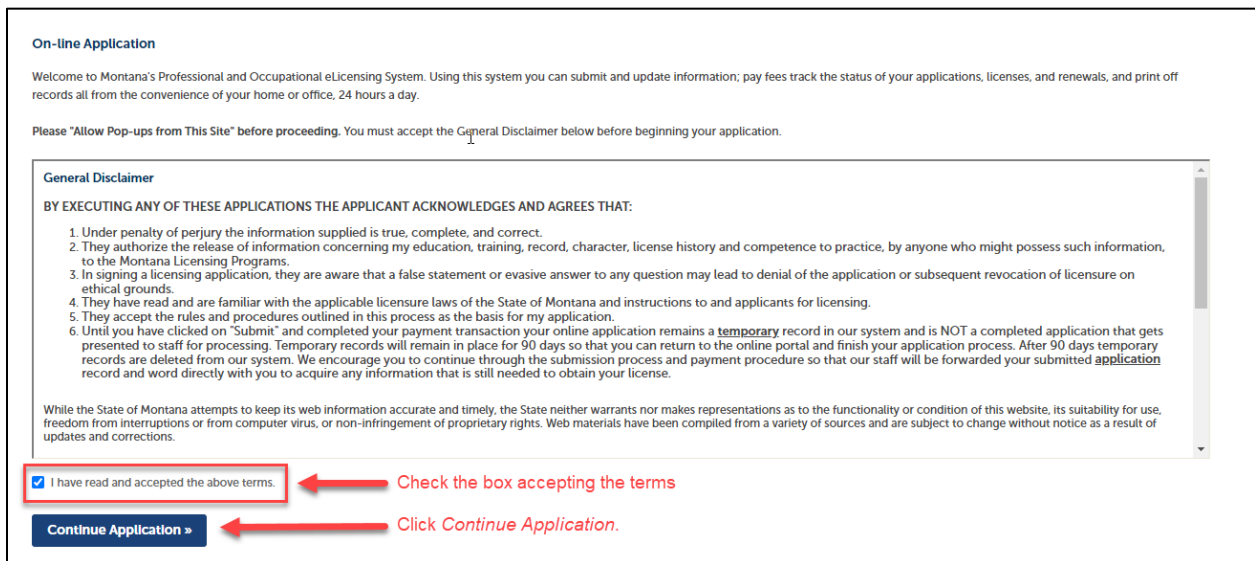
* NEW PROVIDERS *

Purpose – The purpose of this document is to provide NEW CE providers a step by step guide to applying for CE provider and course approval using the ebiz.mt.gov/POL website.

- 1) Log into your account at <https://ebiz.mt.gov/POL>. Please contact the customer service unit at dlibsdhcp@mt.gov or #(406) 444-6880 for assistance with logging into your existing account or creating a new one.
- 2) Start a new CE Provider Application
 - a) Select *CE Providers* and then *New Provider Application* from the blue bar at the top of the page.



- b) Accept the terms of using the website.



Applying for CE Course Approval

* NEW PROVIDERS *

3) Complete the *Applicant* section.

Applicant

Select from Account **Add New**

This will be the contact person for your company. You can add new contacts as your staff changes. All contacts created will show under *Select from Account* after created.

Contact Information

Salutation: * First: Middle: * Last: Suffix:

AKA:

* I have a U.S. Social Security Number: * SSN:

* Birth Date: * Gender: Female Male

Name of Business:

* Country:

You do not need to enter your person SSN - choose "NO" in the drop down.

You can choose any date and gender, but you must enter something.

Applying for CE Course Approval

*** NEW PROVIDERS ***

*** Address:**
123 Main St

Address Line 2:

Address Line 3:

*** City:** Anytown **State:** MT **Zip:** 59999-

Home Phone: Work Phone: Mobile Phone: Fax:

*** E-mail:**
jj@email.com

Continue **Clear** Discard Changes *Click Continue when completed.*

4) Complete the *Provider Information* section

Provider Information

PROVIDER INFO

*** Provider Display Name:** JJ ELECTRICAL

*** Board:** Electrical

Website URL: www.jjelectrical.com

Enter your business name as you wish it to appear to potential students.
Choose the board you are applying for CE approval for.
Enter your website address or leave blank.

Applying for CE Course Approval

* NEW PROVIDERS *

- 5) Complete *Course Information* section
 - a) In this section you will enter the title, hours, and delivery method for all courses you are applying for approval for at this time.

Course Information

COURSES

Showing 0-0 of 0

Title	Code Hours	Industry Hours
No records found.		

Add a Row | **Edit Selected** | **Delete Selected**

Select the number of courses in the *Add a Row* drop down list you wish to apply for.

COURSES

*Title: Definitions Part 1 *Code Hours: 0 *Industry Hours: 8

On-Line In Person Correspondence

*Title: Definitions Part 2 *Code Hours: 8 *Industry Hours: 0

On-Line In Person Correspondence

*Title: Definitions Part 3 *Code Hours: 4 *Industry Hours: 4

On-Line In Person Correspondence

Submit Cancel

Enter the required course information and click *Submit*.

Applying for CE Course Approval

* NEW PROVIDERS *

6) Complete the *Attachment* section.

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.**

Attachment

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; 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.				

Browse: Please upload only black and white documents.

Click Browse: Please upload only black and white documents.

Save and resume later Continue Application >

File Upload X

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; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Click Browse: Please upload only black and white documents and then navigate to the document on your computer, select, and then click Open.

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

Applying for CE Course Approval

*** NEW PROVIDERS ***

File Upload

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; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Cover Letter.pdf 100%

Once you have added the file(s), then click *Continue*.

Continue Browse: Please upload only black and white documents

Attachment

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; 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.				

File: Cover Letter.pdf 100%

*Description:
Cover letter

Enter a description of each document then click Save.

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

Save and resume later Continue Application >

Applying for CE Course Approval

* NEW PROVIDERS *

Attachment

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; 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
Cover Letter.pdf		31.45 KB	04/01/2021	Actions ▾

Browse: Please upload only black and white documents.

Save and resume later **Continue Application »**

Once all documents are added then click Continue Application.

7) Verify that the contact, provider, and course information entered is correct. You can edit any information at this time.

Continuing Education Provider

1 Step 1 2 Review 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
Phone: 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; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; 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 »**

Applying for CE Course Approval

* NEW PROVIDERS *

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*.

Applying for CE Course Approval

*** NEW PROVIDERS ***

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**.

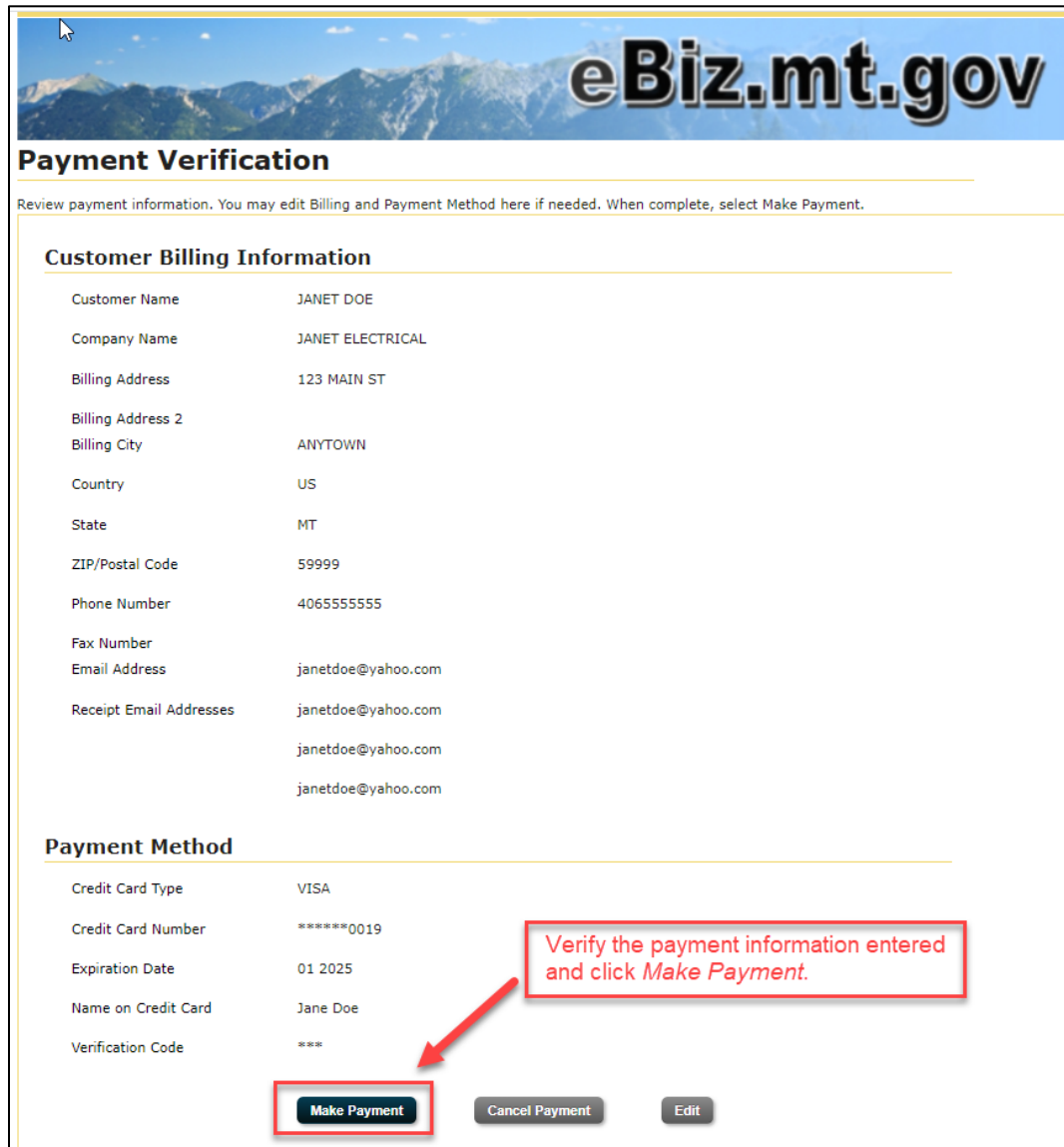
Continue Cancel Payment

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

Applying for CE Course Approval

* NEW PROVIDERS *

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

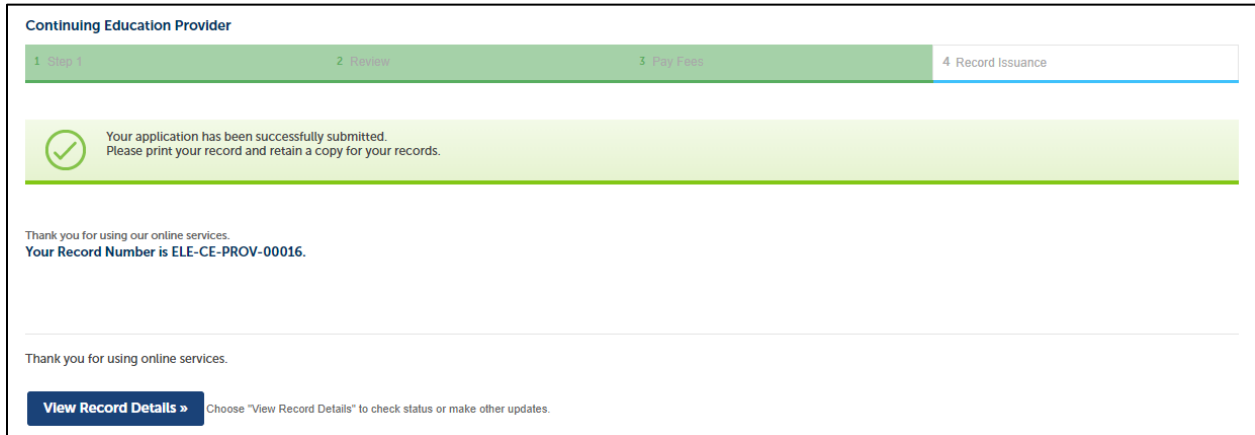
Verify the payment information entered and click *Make Payment*.

Applying for CE Course Approval

* NEW PROVIDERS *

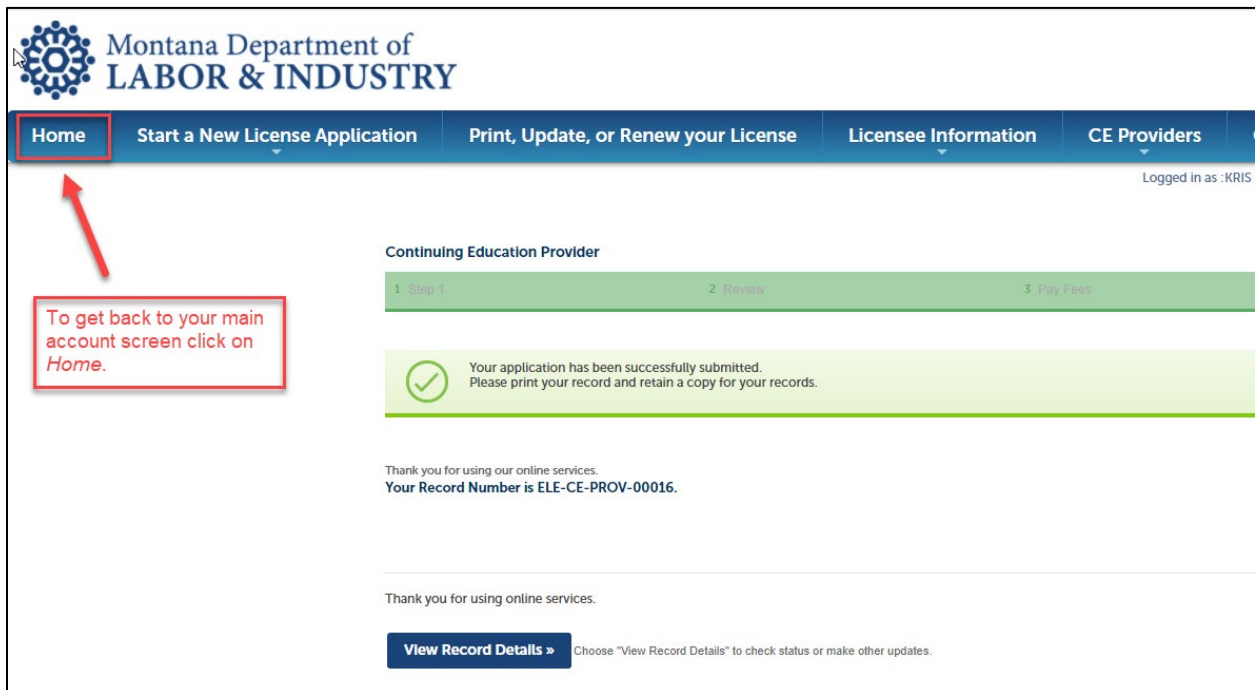
12) Confirmation of submittal

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



13) Upload required application documents for each course.

- a) Now you will need to go into each course application record and upload the required application documents for each course. 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.



Applying for CE Course Approval

*** NEW PROVIDERS ***

Welcome : KRIS BREWER
You are now logged in.

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

- 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.](#)

Professional & Occupational Licensing

Showing 1-10 of 14 | [Download results](#) |

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

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	04/01/2021	ELE-CE-CRS-00030	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		Document Upload Required		
<input type="checkbox"/>	04/01/2021	ELE-CE-PROV-00016	Continuing Education Provider		JJ ELECTRICAL	04/01/2021	Initial Review		

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

Attachments

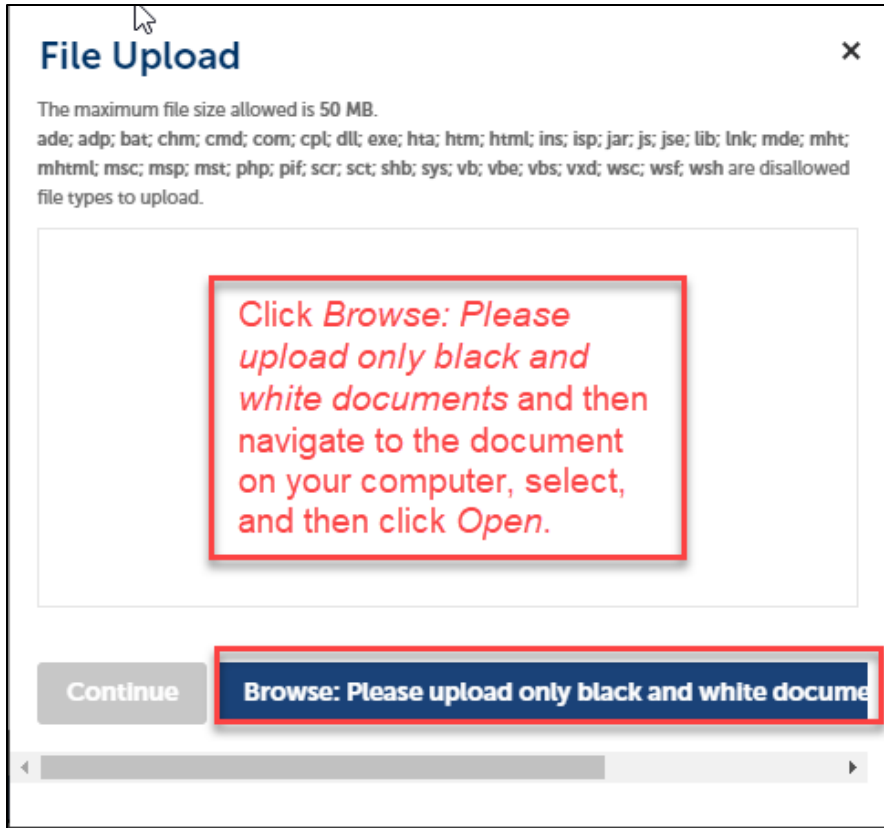
The maximum file size allowed is 50 MB.
ade; adp; bat; chm; cmd; com; cpl; dll; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php;

Browse: Please upload only black and white documents.

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

Applying for CE Course Approval

* NEW PROVIDERS *

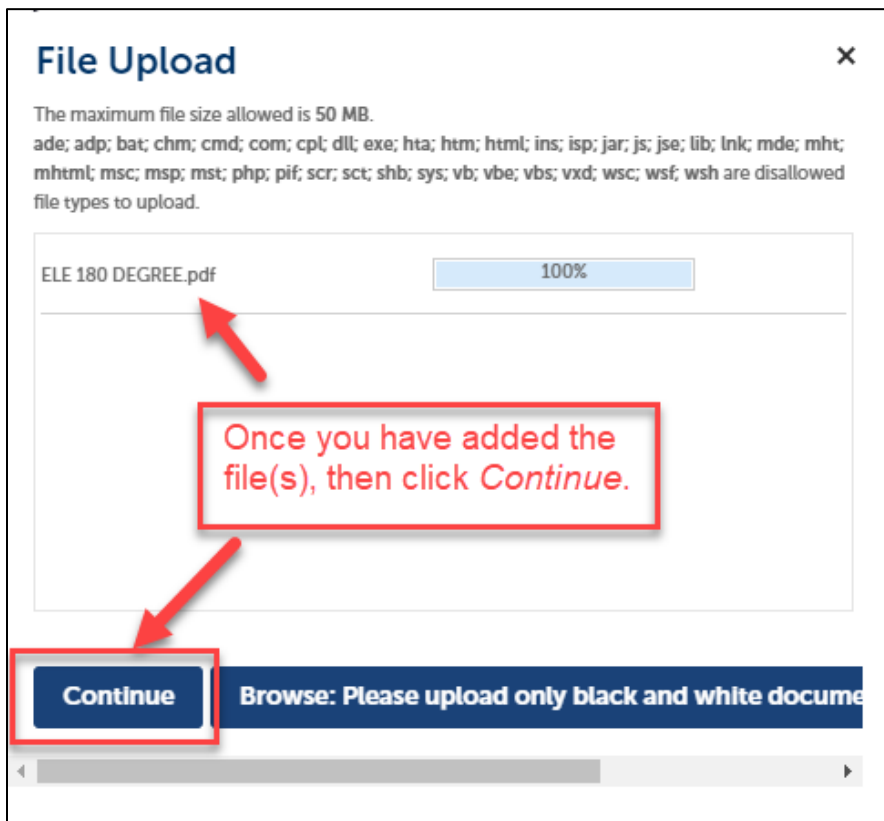


File Upload ×

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; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

*Click **Browse**: Please upload only black and white documents and then navigate to the document on your computer, select, and then click **Open**.*

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



File Upload ×

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; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

ELE 180 DEGREE.pdf 100%

*Once you have added the file(s), then click **Continue**.*

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

Applying for CE Course Approval

*** NEW PROVIDERS ***

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; cpt; 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; wsh are disallowed file types to upload.

File: Remove

ELE 180 DEGREE.pdf 100%


*Description:

Course application documents

Save **Remove All**

Browse: Please upload only black and white documents.

Enter a description of each document then click Save.

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

Record ELE-CE-CRS-00030:

Continuing Education Course

Record Status: Document Upload Required

Record Info ▾ Payments ▾ Custom Component

This shows confirmation that the document has been uploaded.

Applying for CE Course Approval

* NEW PROVIDERS *

14) Repeat the upload process for any remaining 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.