

MONTANA STATE ELECTRICAL BOARD

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CONTINUING EDUCATION PROVIDER AND COURSE APPLICATION

(for Course, Class or Seminar Approval)

NOTE: This application must be submitted to the Electrical Board Office no later than 60 days prior to the presentation date. An incomplete application cannot be processed.

FEES:

PROVIDER APPLICATION FEE: \$25
(Fee is a one-time fee per renewal cycle)

PROVIDER PER COURSE FEE: \$10
(Fee is in addition to the application fee)

SPONSOR:

Name: _____ Provider # _____
(If applicable)

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Email: _____

EIN/SS#: _____

1. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

2. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

3. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

4. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

5. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

6. Course Title: _____

Code Related Hours _____

Industry Related Hours _____

(HOURS MUST BE IN FOUR HOUR INCREMENTS)

Course Type: _____ On-Line _____ Correspondence _____ In Person

Course Curriculum: (General description of course including specific code articles referenced, **please attach as a separate document for each course**)

7. Names and documented proof of Credentialed Instructors (provide proof of credentials as a separate document for each instructor):

8. Course sponsors must report an attendance roster of licensees within 30 days to the board office. A username and password will be provided to you.

BOARD ACTION: _____ DATE: _____

The following must be included:

1. a completed board-approved provider application with the required fees;
2. a completed board-approved application for each course with the required fees;
3. a sample completion certificate as outlined below:

Your Completion Certificate shall include:

- **date of course;**
- **location of course;**
- **title of course including date of prior approval by the board;**
- **name of instructor;**
- **name of sponsoring agency;**
- **name of person completing the course;**
- **state electrical board approval number; and**
- **breakdown of code and/or industry related credit hours.**

4. documented proof from the provider that instructors are credentialed.

5. a course description and credit hours of each course.

6. Curricula for courses or seminars must be preapproved by the State Electrical Board or designated board representative. Requests for approval of courses or seminars must be made no later than 60 days prior to the date of the seminar. Each preapproved course shall be assigned a course approval number by the board to be listed on the certificate of completion. Board approval of said courses and seminars expires August 1 of each license renewal year.

(a) Curricula of courses or seminars shall address NEC updates, or other subjects related to the electrical industry. Basic electric courses or apprentice-type courses will not be approved. Course curricula must provide a breakdown of the type of credit hours (NEC or industry), which must be included in the completion certificate.

(b) Credits for courses or seminars will be given in a minimum of four-hour increments.

(c) The course sponsor is responsible to ensure that instructors are credentialed as one or more of the following:

(i) graduate electrical engineer licensed as an electrician;

(ii) Montana licensed electrician with additional training in related subject areas;

(iii) community college or vo-tech instructor with board-approved electrical credentials;

(iv) certified teacher with board-approved electrical credentials;

(v) certified electrical apprentice instructors;

(vi) certified electrical inspectors; or

(vii) electrical continuing education instructors from other areas as approved by the board.

7. Representatives of the department or members of the State Electrical Board shall be able to attend and monitor the courses or seminars without charge.

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8. Continuing education courses approved by another state which has a reciprocal licensing agreement with the board will be honored. The reciprocal state's course approval number, date of course, and credit breakdown must appear on the completion certificate.

9. Completion certificates must be submitted within 30 days upon request by the board office for the purpose of licensing renewal audits. Failure to supply continuing education completion certificates when requested by the board office shall be cause for disciplinary actions.

IMPORTANT:

Your courses expire on August 1 every even year of the renewal cycle. (Example: Approved after August 1, 2010 then August 1 2012 expiration date). If you are renewing an existing course please indicate your prior course approval number beside the course name on the form, you only need to submit the course application if renewing. New courses will still require board review and approval of all submitted documents.