INSTRUCTIONS FOR ENTERING A <u>COURSE</u> ON
THE CONTINUING EDUCATION WEBSITE

1. Sign on to the continuing education web site at www.continuinged.mt.gov
2. Click on "Create an Account" under New Customer. **Do not use the username and password given to you by the Department. You will make up your own username and password for the ePass account.**
3. Sign on to the ePass Montana system using you're made up username and password. You will then be on the Professional Continuing Education web site.
4. Enter the username and password exactly as it was given to you by the Department to log on to the CE user web site.
5. Select "Enter upcoming course event information" and click continue.
6. Using the dropdown arrow, select the course that has been assigned to you and click continue.
7. If you are using additional instructors, enter their names in the Instructor boxes.
8. Enter the course zip code or website.
9. Enter the course start/end dates.
    a. These dates can be the same, but must be within the current CE cycle but not exceeding today's date. Example (8/1/10 – 7/31/2012).
10. Enter the contact information and click continue.
    a. This information will be what is shown online for the licensees, so make sure you have the correct information.
    b. An e-mail address and website is not required, but everything else is.
11. Verify the information and click continue.
12. You have completed entering your course.

INSTRUCTIONS FOR ENTERING A <u>ROSTER</u> ON
THE CONTINUING EDUCATION WEBSITE

1. Sign on to the ePass and then the CE web site. www.continuinged.mt.gov
2. It is required that you enter the class roster within 20 days following the end of your course.
    a. The website will not allow you to enter the roster prior to the course expiration date.
    b. You will need to have the license number for your students. Apprentices or Electricians in "Expired or Terminated" status cannot be entered into the system. **Please insure you send everyone that completes the course a completion certificate.**
    c. The Board office is not responsible for making sure you have updated the rosters, we will direct the students to you if they call.
3. Select "Enter roster information" and click continue.
4. Select the course you are entering the roster for and click continue.
5. Enter the license number of the student and click continue.
6. His/her name will now appear. You can either continue entering names, or submit.
    a. **Once the roster has been submitted, you cannot enter additional names, so be sure that you have entered them all.**
7. You have completed entering your roster.
8. Mail completion certificates to the students.