

# MONTANA ELEVATOR PROGRAM

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## CONTINUING EDUCATION APPLICATION

(Course, Class, or Seminar Approval)

\$200.00 Application Fee

PROGRAM: Title: \_\_\_\_\_

Course Credit Hours: \_\_\_\_\_

SPONSOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Checklist:

1. Attach a copy of the course outline: (General description of course including specific code articles referenced)
2. Attach an example of the Certificate of Completion that will be issued to students:
3. Materials/Visual Aids: (List text and references)

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4. Cost of course per candidate: \$\_\_\_\_\_

5. Names of qualified instructor(s) (Note: Instructors must be approved by course sponsor as being suitable and qualified regarding the subject matter the instructor will present)

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### FOR DEPARTMENT OF LABOR & INDUSTRY (DLI) USE ONLY

DLI Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

(NOTES) \_\_\_\_\_

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#### **24.142.2102 CONTINUING EDUCATION SPONSORS AND COURSES**

(1) The department has the authority to approve continuing education sponsors and courses.

(2) Any person or entity may be a continuing education course sponsor. A sponsor may be a for-profit entity or a not-for-profit entity. As examples, a membership association or an organized labor training program may become a continuing education course sponsor.

(a) An entity wanting to be approved as a continuing education course sponsor must submit to the department a completed application.

(b) A sponsor must keep uniform records, for a period of three years, of attendance of licensees and these records must be available for inspection by the department at its request. Those records must include:

- (i) course title;
- (ii) course topic;
- (iii) course number;
- (iv) course credit hours;
- (v) date of course; and
- (vi) an attendance roster with the individual's license number(s).

(c) Course sponsors are responsible for the security of all attendance records or certificates of completion. Failure to do so constitutes grounds for suspension or revocation of the sponsor's approval.

(3) Continuing education course sponsors seeking course curriculum approval must submit a complete application as prescribed by the department and pay the required fee.

(a) To be approved, the course curriculum must conform to and reflect current standards and requirements governing the operation, construction, installation, alteration, inspection and repair of elevators and other conveyances.

(b) All course approvals expire July 1st of each year.

(c) The department may withdraw its approval of any course if it determines the course material or sponsor is no longer in compliance with the requirements of this rule. If the department withdraws its approval of a course, it will give the sponsor written notification of the withdrawal, specifying the reasons for its decision.

(d) Representatives of the department may attend and monitor approved courses without charge, but without obtaining continuing education course credit.

(4) A course sponsor is responsible for ensuring that instructors are suitably qualified regarding the subject matter the instructor will present.

(5) Course sponsors must provide completion certificates to licensees. Course completion certificates must contain the following:

- (a) course sponsor name;
- (b) course title;
- (c) course number;
- (d) course credit hours; and
- (e) name of person completing the course.

(6) Course sponsors must maintain a list of names and license numbers of the attendees.

History: [37-73-102](#), MCA; [IMP](#), [37-73-102](#), [37-73-220](#), MCA; [NEW](#), 2006 MAR p. 553, Eff. 2/24/06; [AMD](#), 2013 MAR p. 52, Eff. 1/18/13.