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 1st of the even-numbered years.
  - Plumbing – The expiration date is September 1st 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 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

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

Add a new course(s) by clicking the add row button and selecting the number of courses you wish to have reviewed/approved in the drop down arrow and clicking on the add row button. Enter the information for each course.

b. Enter the information for each course.

Enter the information for each course by selecting each course and entering the corresponding details,
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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.
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8) Review the fees that will be due for the applications entered.

   ![Continuing Education Provider]
   
   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]
   
   Select payment type then click Continue.
10) Enter your payment information.
11) Verify the payment information entered.

Verify the payment information entered and click Make Payment.
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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.
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- Click on Print, Update, or Renew Your License.
- Click on the Record Number for the first course you wish to upload documents for.
- A status of Document Upload Required indicates you, the provider, need to upload the required course application documents before the application can go to the board for review.
- Click Browse: Please upload only black and white documents.
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Click **Browse**: Please upload only black and white documents and then navigate to the document on your computer, select, and then click **Open**.

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

This shows confirmation that the document has been uploaded.
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15) Repeat the upload process for any remaining NEW course applications.