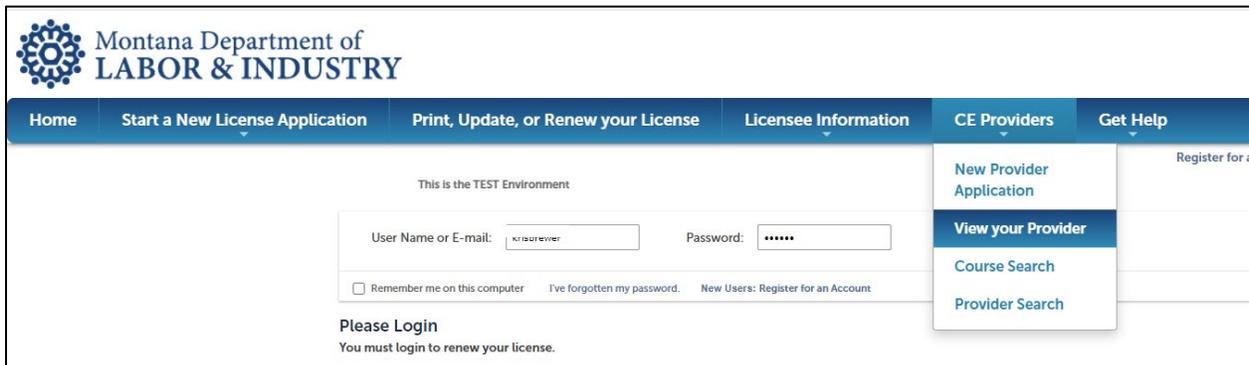


# Applying for CE Course Approval

## \* EXISTING PROVIDERS \*

**Purpose** – The purpose of this document is to provide EXISTING CE providers a step by step guide to applying for CE 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 [dlibsdfhelp@mt.gov](mailto:dlibsdfhelp@mt.gov) or #(406) 444-6880 for assistance with logging into your existing account.
- 2) Start a new CE Course Application
  - a) Select *CE Providers* and then *View your Provider* from the blue bar at the top of the page.



- b) Locate your provider record

| Date       | Record Number            | Record Type                    | Description | Project Name        | Expiration Date | Status                   | Action  | Short Notes |
|------------|--------------------------|--------------------------------|-------------|---------------------|-----------------|--------------------------|---|-------------|
| 03/21/2021 | ELE-CE-CRS-00009         | Continuing Education Course    |             | 2020 NEC JE 2       |                 | Document Upload Required |   |             |
| 03/21/2021 | ELE-CE-CRS-00008         | Continuing Education Course    |             | 2020 NEC JE 1       |                 | Document Upload Required |   |             |
| 03/21/2021 | ELE-CE-PROV-00007        | Continuing Education Provider  |             | Janet Electrical    | 08/01/2022      | Active                   | <a href="#">Add Course</a>                                      |             |
| 03/20/2021 | <b>ELE-CE-PROV-00005</b> | Continuing Education Provider  |             | BREWER, KRIS        | 08/01/2022      | Active                   | <a href="#">Add Course</a>                                      |             |
| 03/20/2021 | ELE-CE-CRS-00006         | Continuing Education Course    |             | BREWER, KRIS        |                 | Active                   | <a href="#">Add Roster</a>                                      |             |
| 03/20/2021 | ELE-CE-CRS-00007         | Continuing Education Course    |             | BREWER, KRIS        |                 | Document Upload Required |   |             |
| 02/25/2011 | PLU-PM-LIC-3143          | Master Plumber License         |             | BREWER, CHRISTOPHER | 09/01/2019      | Active                   | <a href="#">Renew License</a><br><a href="#">Update License</a> |             |
| 03/18/2009 | ELE-EJ-LIC-10001         | Journeyman Electrician License |             | BLACKWELL, JAMES    | 07/15/2020      | Active                   | <a href="#">Renew License</a>                                   |             |

# Applying for CE Course Approval

## \* EXISTING PROVIDERS \*

### 3) Complete the *Application Information Section*

- a) In this section you will enter the Title, Code Hours, and Industry Hours for the course you are applying for approval for. You must enter something in each field. You will also check the box(es) for the delivery method(s) for the course.

**Application Information**

**COURSE INFO**

Defaulted from Provider Board:

Board: Electrical

\* Title: 2014 NEC CHANGES

\* Code Hours: 8

\* Industry Hours: 0

On-Line:

In Person:

Correspondence:

Expiration Date:

### 4) Complete the *Attachment section*.

- a) Upload all required course-specific documentation. See *ELE CE Course Application Instructions* document on the board's website for more information.

**Attachment**

The maximum file size allowed is 50 MB.  
ade; adp; bat; chin; 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 >

# Applying for CE Course Approval

## \* EXISTING 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**

# Applying for CE Course Approval

## \* EXISTING 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

## \* EXISTING PROVIDERS \*

**Attachment**

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; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; 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 »](#)

5) Verify that application information entered is correct. You can edit any information at this time.

**Continuing Education Course**

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 Course

**Application Information** [Edit](#)

**COURSE INFO**

|                 |                  |
|-----------------|------------------|
| Board:          | Electrical       |
| Title:          | 2014 NEC CHANGES |
| Code Hours:     | 8                |
| Industry Hours: | 0                |
| On-Line:        | Yes              |
| In Person:      | Yes              |
| Correspondence: | No               |

Expiration Date:

**Attachment** [Edit](#)

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

| Document Name               | Type | Size      | Latest Update | Action    |
|-----------------------------|------|-----------|---------------|-----------|
| Daily.xlsx                  |      | 15.30 KB  | 09/09/2021    | Actions ▾ |
| 2014 NEC Changes Course.pdf |      | 457.67 KB | 09/09/2021    | Actions ▾ |

[Save and resume later](#) [Continue Application »](#)

6) Review the fees that will be due for the applications entered.

# Applying for CE Course Approval

## \* EXISTING PROVIDERS \*

**Continuing Education Course**

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 Course Fee | 1    | \$10.00 |

**FEES THAT WILL BE ASSESSED:: \$10.00**

**Continue Application »**

This screen will show you the fees that are due. Click *Continue Application*.

7) 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

## \* EXISTING PROVIDERS \*

8) Enter your payment information.



### 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 \*

Company Name

Billing Address \*

Billing Address 2

Billing City \*

Country \*

State \*

ZIP/Postal Code \*

Phone Number \*   
###-###-#### or #####

Fax Number   
###-###-#### or #####

Email Address   
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 \*

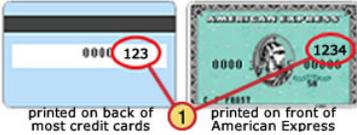
Credit Card Number \*

Expiration Date \*

Name on Credit Card \*   
exactly as it appears on the card

Verification Code \*   
1

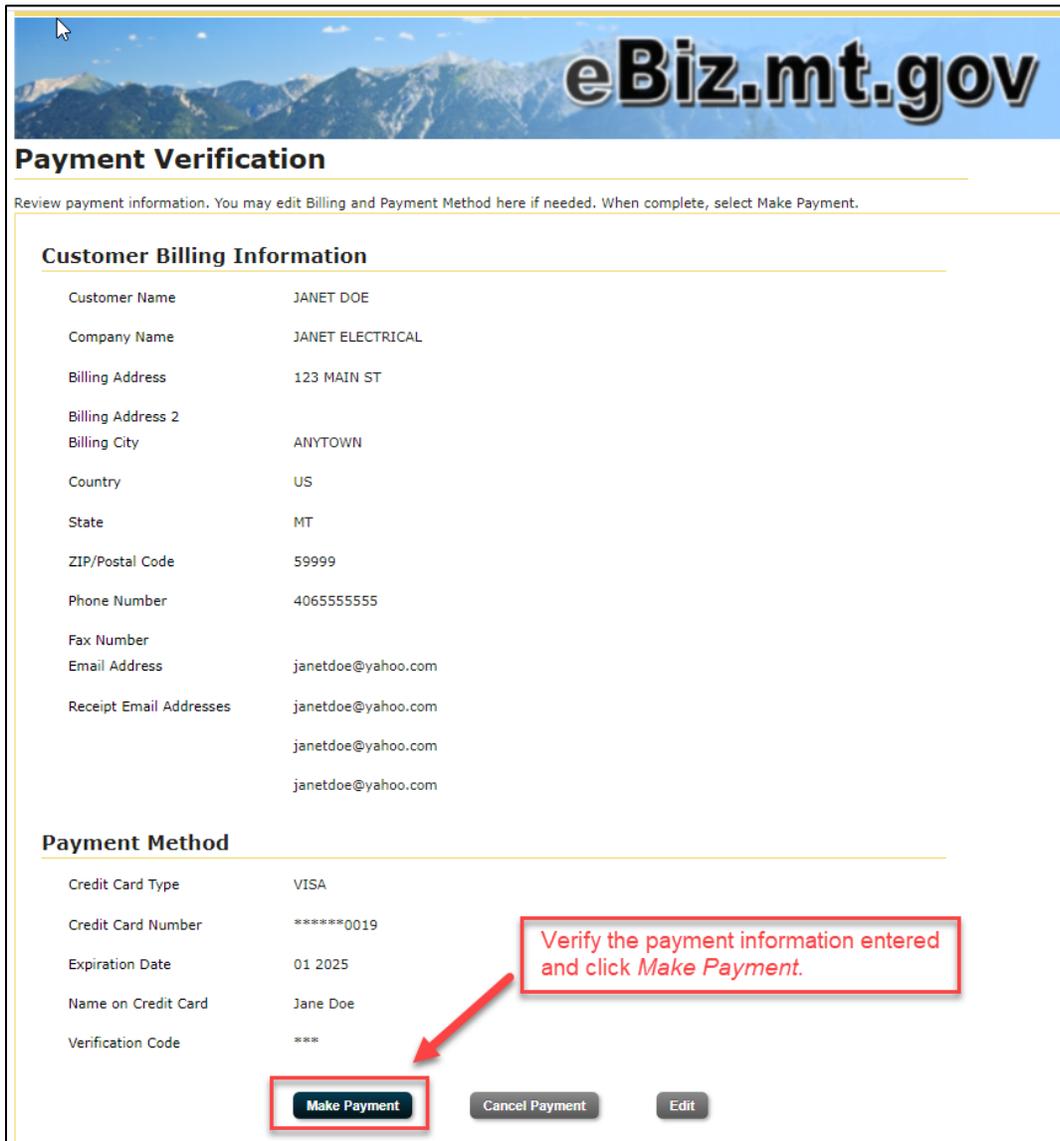
Enter all of the required payment information then click *Continue*.



# Applying for CE Course Approval

## \* EXISTING PROVIDERS \*

9) 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<br>janetdoe@yahoo.com<br>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

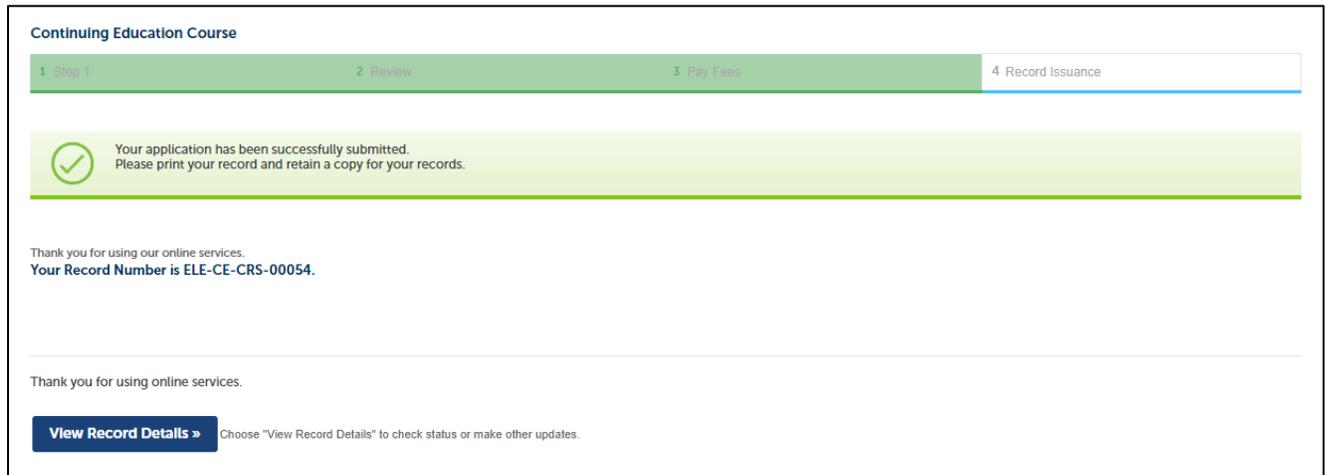
Verify the payment information entered and click *Make Payment*.

# Applying for CE Course Approval

## \* EXISTING PROVIDERS \*

### 10) Confirmation of submittal

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



**Continuing Education Course**

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

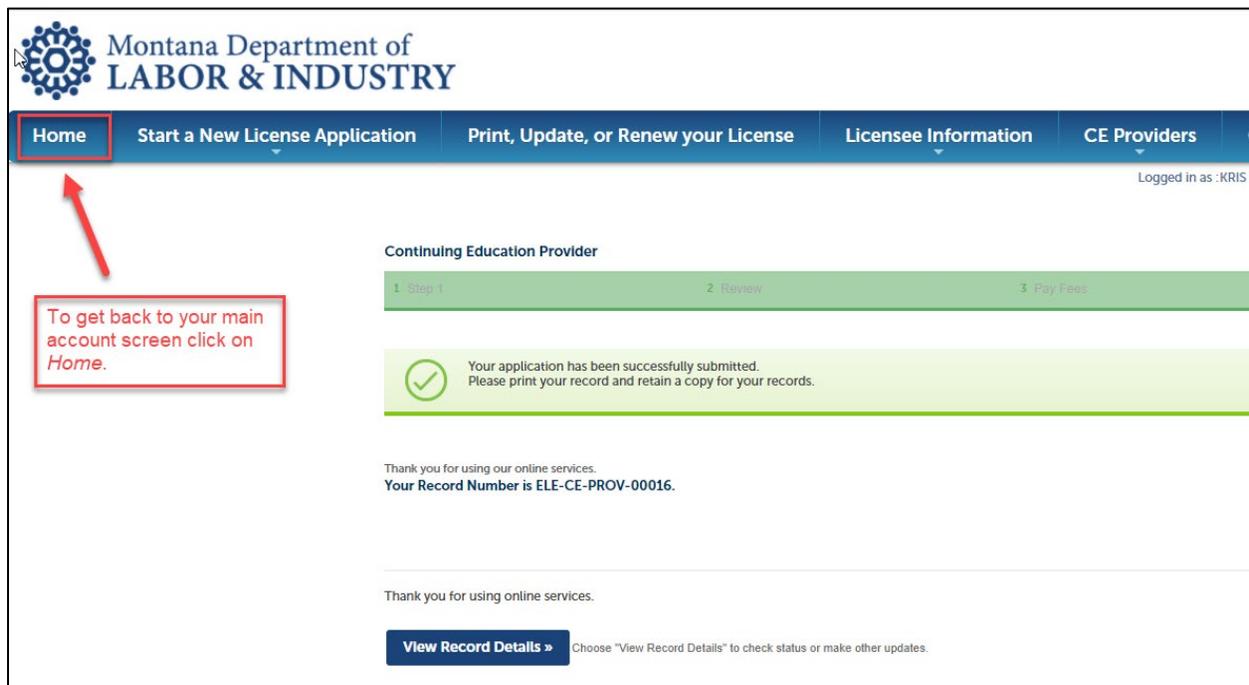
Thank you for using our online services.  
**Your Record Number is ELE-CE-CRS-00054.**

Thank you for using online services.

[View Record Details >](#) Choose "View Record Details" to check status or make other updates.

### 11) Application Submitted to Board for review

- a) Your application has now been submitted to the board for review. If you have more than one course application follow the instructions below to get back to your main account and then repeat the application process for any remaining courses.



 Montana Department of  
**LABOR & INDUSTRY**

[Home](#) [Start a New License Application](#) [Print, Update, or Renew your License](#) [Licensee Information](#) [CE Providers](#)

Logged in as :KRIS

**Continuing Education Provider**

1 Step 1 2 Review 3 Pay Fees

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is ELE-CE-PROV-00016.**

Thank you for using online services.

[View Record Details >](#) Choose "View Record Details" to check status or make other updates.

To get back to your main account screen click on *Home*.

# Applying for CE Course Approval

## \* EXISTING 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 31-38 of 38 | Download results |

**You are now back at your main account and can enter another course for approval.**

| <input type="checkbox"/> | Date       | Record Number            | Record Type                    | Description | Project Name        | Expiration Date | Status | Action  | Short |
|--------------------------|------------|--------------------------|--------------------------------|-------------|---------------------|-----------------|--------|---|-------|
| <input type="checkbox"/> | 03/21/2021 | ELE-CE-CRS-00009         | Continuing Education Course    |             | 2020 NEC JE 2       |                 |        | Document Upload Required                      |       |
| <input type="checkbox"/> | 03/21/2021 | ELE-CE-CRS-00008         | Continuing Education Course    |             | 2020 NEC JE 1       |                 |        | Document Upload Required                      |       |
| <input type="checkbox"/> | 03/21/2021 | ELE-CE-PROV-00007        | Continuing Education Provider  |             | Janet Electrical    | 08/01/2022      | Active | <b>Add Course</b>                             |       |
| <input type="checkbox"/> | 03/20/2021 | <b>ELE-CE-PROV-00005</b> | Continuing Education Provider  |             | BREWER, KRIS        | 08/01/2022      | Active | <b>Add Course</b>                             |       |
| <input type="checkbox"/> | 03/20/2021 | ELE-CE-CRS-00006         | Continuing Education Course    |             | BREWER, KRIS        |                 | Active | <b>Add Roster</b>                             |       |
| <input type="checkbox"/> | 03/20/2021 | ELE-CE-CRS-00007         | Continuing Education Course    |             | BREWER, KRIS        |                 |        | Document Upload Required                      |       |
| <input type="checkbox"/> | 02/25/2011 | PLU-PM-LIC-3143          | Master Plumber License         |             | BREWER, CHRISTOPHER | 09/01/2019      | Active | <b>Renew License</b><br><b>Update License</b> |       |
| <input type="checkbox"/> | 03/18/2009 | ELE-EJ-LIC-10001         | Journeyman Electrician License |             | BLACKWELL, JAMES    | 07/15/2020      | Active | <b>Renew License</b>                          |       |

< Prev 1 2 3 **4** Next >