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 dlibsdhelg@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.

   ![Image showing the login and provider selection process]  
   **Locate your provider record**

   ![Image showing the provider list with active records]  
   **Click on Add Course**
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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(s) for the delivery method(s) for the course.

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.
Click **Browse**: Please upload only black and white documents and then navigate to the document on your computer, select, and then click **Open**.
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Once you have added the file(s), then click **Continue**.

Enter a description of each document then click **Save**.
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5) Verify that application information entered is correct. You can edit any information at this time.

6) Review the fees that will be due for the applications entered.
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7) Select the payment type you will be using.

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

Select payment type then click Continue.
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8) Enter your payment information.

Enter all of the required payment information then click Continue.
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9) Verify the payment information entered.
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10) Confirmation of submittal
   a) This screen shows that your payment has been made and your application has been created.

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.
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Welcome: KRIS BREWER
You are now logged in.
- 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.

Click on Print, Update, or Renew Your License.

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