<u>Purpose</u> – The purpose of this document is to provide NEW CE providers a step by step guide to applying for CE provider and course approval using the ebiz.mt.gov/POL website.

- Log into your account at <u>https://ebiz.mt.gov/POL</u>. Please contact the customer service unit at <u>dlibsdhelp@mt.gov</u> or #(406) 444-6880 for assistance with logging into your existing account or creating a new one.
- 2) Start a new CE Provider Application
 - a) Select *CE Providers* and then *New Provider Application* from the blue bar at the top of the page.

	Montana Department of LABOR & INDUSTR	Y				
Home	Start a New License Application	Print, Update, or Renew your Lic	ense License	e Information	CE Providers	Get Help
					New Provider Application	WER Reports (2) ♥ Account Management Logout
	Profe	ssional & Occupational Licensing	View your Provider Course Search Provider Search			
		ate Record Number Record Type	Description	Project Name		Action Short Notes

b) Accept the terms of using the website.

On-line Application Welcome to Montana's Professional and Occupational eLicensing System. Using this system you can submit and update information; pay fees track the status of your applications, licenses, and renewals, and print off records all from the convenience of your home or office, 24 hours a day. Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
General Disclaimer
BY EXECUTING ANY OF THESE APPLICATIONS THE APPLICANT ACKNOWLEDGES AND AGREES THAT:
 Under penalty of perjury the information supplied is true, complete, and correct. They authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Licensing Programs. In signing a licensing application, they are aware that a false statement or evasive answer to any question may lead to denial of the application or subsequent revocation of licensure on ethical grounds. They have read and are familiar with the applicable licensure laws of the State of Montana and instructions to and applicants for licensing. They accept the rules and procedures outlined in this process as the basis for my application. Until you have clicked on "Submit" and completed your payment transaction your online application. Until you have clicked for "Submit" and completed your payment transaction you conline application remains a <u>temporary</u> record in our system and is NOT a completed application that gets presented to staff for processing. Temporary records will remain in place for 90 days so that you can return to the online portal and finish your application process. After 90 days temporary records are deleted from our system. We encourage you to continue through the submission process and payment procedure so that our staff will be forwarded your submitted <u>application records and word directly with you to acquire any information that is still needed to obtain your license.</u>
While the State of Montana attempts to keep its web information accurate and timely, the State neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice as a result of updates and corrections.
I have read and accepted the above terms.
Continue Application » Click Continue Application.

3) Complete the *Applicant* section.

Applicant		
Select from Account	Add New	This will be the contact person for your company. You can add new contacts as your staff changes. All contacts created will show under <i>Select from Account</i> after created.



*Address:	
123 Main St	
Address Line 2:	
Address Line 3:	
* City:	State: * Zip: *
Anytown	MT 🔻 59999-
Home Phone: Work Phone:	Mobile Phone: Fax:
*E-mail: jj@email.com	
Continue Clear Discard Changes	Click Continue when completed.

4) Complete the *Provider Information* section

Provider Information		
PROVIDER INFO		
* Provider Display Name:	Enter your business name as you wish it to appear to potential students.	JJ ELECTRICAL
*Board:	Choose the board you are applying for CE approval for.	Electrical
Website URL:	Enter your website address or leave blank.	www.jjelectrical.com

- 5) Complete Course Information section
 - a) In this section you will enter the title, hours, and delivery method for all courses you are applying for approval for at this time.

Course Information							
COURSES Showing 0-0 of 0	Select the number of courses in the <i>Add a Row</i> drop down list you wish to apply for.						
Title	Code Hours Industry Hours						
No records found.							
Add a Row 💌 Edit S	Selected Delete Selected						

COURSES				×
*Title:		*Code Hours:	* Industry Hours:	
Definitions Part 1		0	8	
✓ On-Line		In Person		
*Title:		* Code Hours:	* Industry Hours:	
Definitions Part 2		8	0	
On-Line		✓ In Person	Correspondence	
*Title:		* Code Hours:	* Industry Hours:	
Definitions Part 3		4	4	
On-Line		In Person	Correspondence	
Submit Cancel	Enter the require click <i>Submit</i> .	ed course informatior	n and	

- 6) Complete the *Attachment* section.
 - 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**.

Attachment								
The maximum file size allowed	d is 50 MB.						disallowed file base	- 4
Document Name	Type	m, ntm, ins, isp, jar, js, jse, ub, u	l atest lindate	Action	ct, snd; sys, vd; vde; vd	os, vxu, wsc, wsr, wsn are	e disallowed file type	s to uptoad.
No records found.	1300	SILC	Latest opuate	Action				
			Click Br	owse: Pleas	se upload onl	ly black and wh	hite	
Browse: Please uploa	ad only black an	d white documents.	docume	ents.	-	-		
Save and resume later							Col	ntinue Application »
2								
File Unlo	bad					×		
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The maximum file	e size allowe	ed is 50 MB.						
ade; adp; bat; chr	n; cmd; con	n; cpl; dll; exe; hta;	; htm; html; ins; is	p; jar; js; jse	; lib; lnk; md	le; mht;		
mhtml; msc; msp	; mst; php;	pif; scr; sct; shb; sy	s; vb; vbe; vbs; vx	d; wsc; wsf;	wsh are disa	allowed		
file types to uploa	ad.							
		ck <i>Browse</i>	: Please					
	un	load only	hlack and					
	up	ioad only i		.				
	wh	ite docum	<i>ents</i> and t	hen				
	nav	vigate to th	e docume	nt				
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	and	d then click	Open.					
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Continue	Bro	wse: Please u	ipload only b	lack and	d white d	ocume		
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The maximum file siz ade; adp; bat; chm; ca mhtml; msc; msp; ms file types to upload.	e allowed is 50 MB. md; com; cpl; dll; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; t; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
Cover Letter.pdf	100%
	Once you have added the file(s), then click <i>Continue</i> .
Continue	Browse: Please upload only black and white docume
•	▶

Attachment								
The maximum file size allov ade; adp; bat; chm; cmd; co	ved is 50 MB. ym; cpl; dll; exe; hta; htm; html; ir	ns; isp; jar; js; jse; lib; lnk; mde;	mht; mhtml; msc; msp; ms	t; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallo	wed file types to upload.			
Document Name	Туре	Size	Latest Update	Action				
No records found. File: Cover Letter.pdf					Remove			
100% Description: Cover letter		_		Enter a description of each document then click <i>Save</i> .				
Save Browse:	Please upload only black	and white documents.	Remove All					
Save and resume late	-				Continue Application »			

Attachment	owed is 50 MB.	ine: ien: iar: ie: iea: lih: Inkr. mda:	mbi-mbimi-mse-mse-msi-n	nhm nif see set shir ow vir vhe vhe vort wer wef web are disallowed file breas to unload
Document Name	Туре	Size	Latest Update	Action
Cover Letter.pdf		31.45 KB	04/01/2021	Actions 🗸
Browse: Please up	pload only black and white	documents.	Once al then clic	Il documents are added ck <i>Continue Application</i> .
Save and resume lat	ter			Continue Application »

7) Verify that the contact, provider, and course information entered is correct. You can edit any information at this time.

Continuing Education Pro	ovider								
1 Step 1		2 Review		3 Pay Fees	4 R	ecord Issuance			
				_					
Save and resume later						Continue App	lication »		
Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.									
Record Type									
		Cont	inuing Edu	acation Prov	vider				
Applicant							Edit		
JENNIFER JOHNSON Birth Date:03/07/1973 Female *** ** JOHN 123 MAIN ST ANYTOWN, MT, 59999 United States E-mail: glaemail.com I have a U.S. Social Security Num	iber: NO	, E	Verify the infor Edit any incorr Click <i>Continue</i>	mation entered ect information Application					
Provider Information	on								
PROVIDER INFO							Edit		
Provider Display Name:		JJ E	LECTRICAL						
Board:		Elec	trical						
Website URL:		www	v.jjelectrical.com						
Course Information	n								
COURSES							Edit		
Title	Code Hours	Industry	Hours	On-Line	In Person	Correspondence			
Definitions Part 1	0	8		Yes	No	No			
Definitions Part 2 Definitions Part 3	4	4		No	No	Yes			
Attachment							Edit		
The maximum file size allowed is ade; adp; bat; chm; cmd; com; q	s 50 MB. pl; dll; exe; hta; htm; html; i	ns; isp; jar; js; jse; lib; lnk; m	de; mhŧ; mhŧml; msc; msp; n	ısı; php; pif; scr; scı; shb; sys; vl); vbe; vbs; vxd; wsc; wsf; wsh are (disallowed file types to upload.			
Document Name	Туре	Size	Latest Update	Action					
No records found.									
Save and resume later						Continue App	lication »		

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

Continuing Education Provider							
1 Step 1	2 Review	3 Pay Fees	4 Record Issuance	e			
Listed below are fees based up Application Fees	on the information you've entered. T	The following screen will displ	ay your total fees.				
Fees			Qty.	Amount			
CE Provider Application Fee			1	\$25.00			
CE Provider Course Fee			3	\$30.00			
FEES THAT WILL BE ASSESSED:	This screen w Click <i>Continu</i>	vill show you the fees are Application.	s that are due.				

9) Select the payment type you will be using.

	Continuing Education Provider			
	1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
Mo	ontana Department of Labor and Industry accepts	Credit Cards and Electronic Checks as forms of payme	nt.	 indicates a required field.
т	OTAL FEES:			
The	e available payment methods are:			
An	nount to be charged: \$55.00			
0	Pay with Credit Card Pay with Bank Account			
0	,	Select payment type then click Con	tinue.	
	Continue			

10)Enter your payment information.

	*	
1		eBiz.mt.gov
	the state of the second st	9
Payment Process		
You have selected to pay by credit card.	Complete Customer Billing Information an	d enter Credit Card Information.
Customer Billing Info	rmation	
		Complete all required fields [*]
Name *	KRIS BREWER	
Company Name]
Billing Address *]
Billing Address 2		
Billing City *		
Country *	United States	
State *	Montana 🗸	
ZIP/Postal Code *		
Phone Number *		
- or ******		
Fax Number ###-###-#### or ##########		
Email Address Please enter your email address.	kbrewer@Mt.gov]
Receipt Email Addresses]
copies of the confirmation receipt		
sent to.		
Credit Card Informatio	on	
		Complete all required fields [*]
Credit Card Type *	Select a Card V	
Credit Card Number *		Enter all of the required payment information then click
Expiration Date *	Select a Month 🗸 Select a Year 🗸	Continue.
Name on Credit Card *		
exactly as it appears on the card Verification Code *		
1		
		000 123 0000 0 1234
		and the second sec
ſ	Continue Cancol Daymont	most credit cards
[Current ayricht	

11)Verify the payment information entered.

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5.0	CELINICIJOV
Payment Verifica	tion
Review payment information. You ma	edit Billing and Payment Method here if needed. When complete, select Make Payment.
Customer Billing Inf	ormation
Customer Name	JANET DOE
Company Name	JANET ELECTRICAL
Billing Address	123 MAIN ST
Billing Address 2 Billing City	ичотупа
Country	US
State	МТ
ZIP/Postal Code	59999
Phone Number	4065555555
Fax Number	
Email Address	janetdoe@yahoo.com
Receipt Email Addresses	janetdoe@yahoo.com
	janetdoe@yahoo.com
	janetdoe@yahoo.com
Payment Method	
Credit Card Type	VISA
Credit Card Number	******0019
Expiration Date	of 2025 and click <i>Make Payment</i> .
Name on Credit Card	Jane Doe
Verification Code	***
	Make Payment Edit

12)Confirmation of submittal

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

Continuing Education Provider									
1 Step 1	2 Review	3 Pay Fees	4 Record Issuance						
Your at Please	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.									

13)Upload required application documents for each course.

a) Now you will need to go into each course application record and upload the required application documents for each course. 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.

	Montana Departm LABOR & IND	ent of USTRY	Y			
Home	Start a New License Ap	plication	Print, Update	, or Renew your License	Licensee Information	CE Providers
1		Continu	ing Education Provid	er		Logged in as :KRIS
To get back to your main account screen click on <i>Hom</i> e.		1 Step 1	1	2 Review	3 Pay	(Fees
		\bigcirc	Your application ha Please print your re	s been successfully submitted. cord and retain a copy for your records.		
		Thank you Your Rec	for using our online servic ord Number is ELE-CE	^{es.} PROV-00016.		
		Thank you	u for using online service	PS.		
		View	Record Details » C	noose "View Record Details" to check status o	or make other updates.	







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Record ELE-CE-CRS-00030:					ı Like 0	y Tweet
Continuing Edu		on Course				
Record Info Payments	•	Custom Component				
Becord Details						
 ✓More Details ☑ Application Information COURSE INFO Board: Title: Code Hours: Industry Hours: On-Line: In Person: Correspondence: 			Electrical Definitions Part 3 4 4 No No Yes			
Attachments						
The maximum hie size allowed is 50 MB. ade; adp; bat; chm; cmd; com; cpt; dlt; exe; hta; ht File: ELE 180 DEGREE.pdf 100% * Description: Course application documents Save Browne: Please upload on	m; html; ly black	ins; isp; jar; js; jse; lib; lnk; mo and white documents	de; mht; mhtml; msc; msp; mst; p	hp; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowe Enter a description of each document then click <i>Save</i> .	d file types to upload.	Remove
It may	t tac tak	:hment(s) te a few mi	has/have be nutes before	en successfully uploade e changes are reflected.	d.	
Record ELE-CE	-cr	ing E	thi tha upl ducati	s shows confirmation t the document has be oaded. on Course	en	
Record Status:	Do	cument Uj	oload Requi	red		
Record Info 🔻	,	Pay	ments 🔻	Custom Component		

14)Repeat the upload process for any remaining course applications.

Professional & Occupational Licensing								
A Status of Initial Review indicates the application Showing 1-10 of 14 Download results been submitted to the board and is awating review					ion has ew.			
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	
	04/01/2021	ELE-CE-CRS-00030	Continuing Education Course		Definitions Part 3		Initial Review]
	04/01/2021	ELE-CE-CRS-00029	Continuing Education Course		Definitions Part 2		Document Up	load Required
	04/01/2021	ELE-CE-CRS-00028	Continuing Education Course		Definitions Part 1		Document Up	load Required