Applying for CE Course Approval
* NEW PROVIDERS *

Purpose – 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.

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 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.

   b) Accept the terms of using the website.
3) Complete the Applicant section.

This will be the contact person for your company. You can add new contacts as your staff changes. All contacts created will show under Select from Account after created.

You do not need to enter your person SSN - choose "NO" in the drop down.

You can choose any date and gender, but you must enter something.
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4) Complete the Provider Information section

- Enter your business name as you wish it to appear to potential students.
- Choose the board you are applying for CE approval for.
- Enter your website address or leave blank.

Click Continue when completed.
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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.

Select the number of courses in the Add a Row drop down list you wish to apply for.

Enter the required course information and click Submit.
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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.**
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Once you have added the file(s), then click Continue.

Enter a description of each document then click Save.
7) Verify that the contact, provider, and course information entered is correct. You can edit any information at this time.
8) Review the fees that will be due for the applications entered.

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

9) Select the payment type you will be using.

Select payment type then click Continue.
10) Enter your payment information.
11) Verify the payment information entered.
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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) 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.
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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. Video Instructions.
- Update your account or contact information. Update Contact Information Instructions.

Click on Print, Update, or Renew Your License.

Professional & Occupational Licensing

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.

Record ELE-CE-CRS-00030:

Continuing Education Course

Record Status: Document Upload Required

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Description</th>
<th>Project Name</th>
<th>Expiration Date</th>
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<td>Continuing Education Course</td>
<td>Definitions Part 3</td>
<td></td>
<td></td>
<td>Initial Review</td>
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<td>Definitions Part 1</td>
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<td>Document Upload Required</td>
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</tbody>
</table>

A Status of Initial Review indicates the application has been submitted to the board and is awaiting review.