

Educational Course Application

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Use this form to request review of an educational course relating to the educational requirements for credentialed individuals (see list below). **Print all information clearly. Attach** a detailed explanation of how this course relates to the job responsibilities of the credential categories you are seeking continuing education credit. **Attach** a complete course outline to this application. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject. If submitting a correspondence course, also submit the handout(s) and/or video(s). Send a copy of the completed application form and attachments to the address above at least 30 days prior to the date the course will be offered.

Business Information (if applicable)	
FEIN (Federal Employer Identification #)	S & B Customer ID:
Business Name:	
No. & Street or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country If Other Than United States:	
Telephone No. (include area code):	
Website Address:	

Applicant Information (if applicable)
Customer ID Number:
Applicant's Name (First, Middle and Last):
Home Address No. & Street or P.O. Box:
City, Town or Village, State, Zip + 4 Code:
Country If Other Than United States:
Home Telephone No. (include area code):

Fill in the Course Name/Title:	Check box if: Correspondence course: <input type="checkbox"/>
	Internet-based course: <input type="checkbox"/>
Check box if you want a renewal notice: <input type="checkbox"/>	Total Course Hours: _____
	Number of review questions: _____

Check the box in front of the credential categories to which the course listed above should apply. (*See Reverse Side)	
INSPECTION	ELECTRICAL
<input type="checkbox"/> Commercial Building Inspector Certification	<input type="checkbox"/> Master Electrician Certification
<input type="checkbox"/> Commercial Electrical Inspector Certification	<input type="checkbox"/> Journeyman Electrician Certification
<input type="checkbox"/> Commercial Plumbing Inspector Certification	MANUFACTURED HOME INSTALLER
<input type="checkbox"/> Boiler Inspector	<input type="checkbox"/> Manufactured Home Installer License
<input type="checkbox"/> POWTS Maintainer	PLUMBING
<input type="checkbox"/> Elevator Inspector Certification	<input type="checkbox"/> Master Plumber License
<input type="checkbox"/> UDC-Construction Inspector Certification	<input type="checkbox"/> Master Plumber Restricted Appliance License
<input type="checkbox"/> UDC-Electrical Inspector Certification	<input type="checkbox"/> Master Plumber Restricted Service License
<input type="checkbox"/> UDC-HVAC Inspector Certification	<input type="checkbox"/> Journeyman Plumber License
<input type="checkbox"/> UDC-Plumbing Inspector Certification	<input type="checkbox"/> Journeyman Plumber Restricted Appliance License
<input type="checkbox"/> POWTS Inspector Certification	<input type="checkbox"/> Journeyman Plumber Restricted Service License
INITIAL QUALIFIERS *	<input type="checkbox"/> Soil Tester Certification (ST)
<input type="checkbox"/> Cross Connection Control Tester Qualifier	<input type="checkbox"/> Utility Contractor License
<input type="checkbox"/> Soil Erosion Inspection Qualifier	SPRINKLERS
<input type="checkbox"/> POWTS Maintainer Qualifier	<input type="checkbox"/> Automatic Fire Sprinkler Contractor License
<input type="checkbox"/> Manufactured Home Installer Qualifier	<input type="checkbox"/> Journeyman Automatic Fire Sprinkler Fitter License
<input type="checkbox"/> Dwelling Contractor Qualifier Initial Qualifier	<input type="checkbox"/> Automatic Fire Sprinkler Contractor-Maintenance Reg.
Trng	
SPECIAL CONTINUING EDUCATION*	ELEVATORS
<input type="checkbox"/> Multi-Purpose Piping Qualifier	<input type="checkbox"/> Elevator Mechanic
<input type="checkbox"/> POWTS Restricted Technology Installer Qualifier	<input type="checkbox"/> Elevator Mechanic- Restricted
UDC	<input type="checkbox"/> Lift Mechanic
<input type="checkbox"/> Dwelling Contractor Qualifier	

Course Content: Courses for educational credit shall relate to the activities and responsibilities permitted or required under the particular license, certification or registration. Examples of possible qualifying courses include:

- Courses on codes and standards specific to the licenses or certifications, job description or industry.
- Technical courses for work or products used under that credential.
- Attendance of a trade show related to the industry of the credential, (maximum one hour credit)
- Courses related to the training or supervisory responsibilities that are required under the credential.
- Courses on math skills related to the credential exam or job description for the license or certification.
- Course on the use of technical software designed for the responsibilities or activities under the credential.
- Trade safety courses relating to OSHA obligations and requirements under CFR Part 1926 (Construction Site Safety).
- American Red Cross First Aid Training or equivalent.

Note that requests for approval under numerous and unrelated credential categories may unnecessarily delay the review and approval of your application.

***Initial Certification Qualifier Courses** – For certain credential categories, as indicated on the front, a candidate must first complete a comprehensive initial training course before becoming credentialed. If appropriate, check the proper box. Include the term “Qualifier” as the first word in the course title to facilitate identification of such courses in our database.

***Special Continuing Education** – For certain credential categories as indicated on the front, a credential holder must first complete specialized training before engaging in a specialized activity. If appropriate, check the proper box.

Course Length - Course length shall be specified by the course provider and should be reported in 1/2-hour increments (e.g., 4.0 or 3.5 hours). Courses may be divided into short, independent courses so that a participant may receive credit for specific hours attended or completed. If the course is divided into short, independent courses, submit a separate Educational Course Application for each part. If the course is a verbal seminar, a person must attend the entire course approved for specific hours of credit. For a correspondence course, the course must include a list of questions that the student must answer and return to the provider. If this is to be a correspondence course or an Internet course, please indicate that there are at least 10 review questions for each credit hour you are requesting. If the course is only question and answer based, then at least 30 questions per hour are required. Students must correctly answer at least 70% of the questions in order to receive credit. For Internet courses, include the term “Internet” as the first word in the course title, as well as your webpage address.

Responsibilities of Course Provider: Course providers shall maintain an attendance record of those individuals who have completed the course for at least three years from the date when the course was held. The attendance record shall include the course name, the course identification number, the date the course was held, the name of each attendee, the attendee’s social security number (if the credential number is not available), the name of each credential held by the attendee for which the course applies, and the attendee’s complete credential number (obtained from their credential card). Course providers are required to provide a WRITTEN ATTENDANCE RECORD TO THE COURSE ATTENDEE AND THE DIVISION within 14 calendar days of the course being held or completed. Distribute the attendee’s copy at the course or mail the attendee’s copy to their home address. Inform the attendee that you are sending a copy of their attendance form to the division. Send the attendance record to: SAFETY AND BUILDINGS DIVISION, ATTENTION: CONTINUING EDUCATION RECORDS, PO BOX 7082, MADISON, WI 53707-7082.

The division provides education course providers with free copies of attendance verification forms that can be filled out by the attendee. Instructions on the form tell the attendee to keep one copy and turn in the other two copies to the course provider. The course provider can then keep their copy and turn in the other copy to the division. If you would like to use these forms, call the Customer Service Center @ (608) 261-8500 and request the desired number of copies of Educational Course Attendance Verification (form SBD-9142).

Approved Courses: When the course is approved, a letter will be sent to the course provider that will contain the hours of approved credit; the credentials to which the hours of approved credit apply; the expiration date of the course; and the course identification number. The division may specify different numbers of hours of approved credit for different credentials. It is recommended that hours of credit for the specific credentials be included in advertising done for the course. If the course is a verbal seminar, the hours of credit for specific credentials included should be posted at the site where the course will be taught. If the course is a correspondence course, the information sent to the person should include the hours of credit for specific credentials. The division may make advertising available to the course provider in an appropriate division publication. Please contact the Communications Coordinator @ (608) 267-3606 for details.

Renewals & Revisions - If the renewal notice box is checked on the front of the form, a renewal notice will be sent to the course provider at least 30 days before the expiration date of the course. If a course is not renewed and is held after the expiration date of the course, people who attend or complete the course after the expiration date will not receive continuing education credit. All proposed revisions to previously approved course outlines must be approved by the division at least 30 days prior to implementation.

Rescissions - The division may rescind an approval of an education course for any of the following reasons: false statements made in application, misrepresentation in application, false statements in course content, misrepresentation in course content, falsification of attendance records. The division may rescind an approval of a course at any time, but not less than 30 days prior to the date the course is scheduled to be held or in the case of correspondence courses, the rescission will take effect 30 days after the date of the rescission letter.