



CC0509

Email: dli.cesponsor@state.mn.us
 Website: www.dli.mn.gov/ccld.asp
 Phone: (651) 284-5034

CONTINUING EDUCATION COURSE APPLICATION

Fee is \$20.00 per hour

Total Number of Hours	[]	Total Fee = (# of Hrs x 20)	\$ []
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**MAKE CHECK OR MONEY ORDER PAYABLE TO:
 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY
 COURSE FEES ARE NONREFUNDABLE**

Please check the appropriate box below to identify the regulated industry for which you are requesting approval:

- | | |
|-------------------|--|
| Building Official | Manufactured Home Installer |
| Electrical | Residential Building Contractor, Remodeler, and Roofer |

SPACE IN BOX FOR OFFICE USE ONLY	
Account # 632423	STK B42COURSE
Check Number	Amount Paid
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO	DLI Deposit Date
NOTICE: Pursuant to Minnesota Statute § 604.113, checks returned for nonpayment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.	
APPLICATION NUMBER	COURSE NUMBER

Print in INK or TYPE
Make a copy of this application for your records

Sponsor ID#	Contact Person	Contact Telephone No	Contact Email Address
Sponsor Name		Sponsor Telephone No	Sponsor Email Address
Sponsor Address		City	State Zip Code

Course Title

See Instructions	Code Instruction Hours	Energy Code Hours	Other Technical Hours
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Are there any new Instructors?

Yes If **Yes**, the new instructor must complete the Education Course Instructor Form and attach to the Course Application Form.

No If **No**, please insert the previously approved instructor's name, instructor ID and e-mail address below.

For additional instructors please attach a list including the Instructor Name, Instructor ID, and Instructor E-mail address

Instructor Name	Instructor ID #	Instructor Email Address
Instructor Name	Instructor ID #	Instructor Email Address

All approved CE courses are posted online as a reference for individuals needing continuing education hours. The only exceptions are company-sponsored courses.

Course is company-sponsored
 Do not post online; employees only

Certifications and Statements of Understanding

- I understand this course may not be advertised before approval unless the course is described in any advertising as "approval pending;" and that I must verbally notify licensees before commencement of this course if it has been denied credit, not approved for credit, or approved for partial credit.
- I understand the number of approved credit hours must be prominently displayed on any advertisement for this course; and if the course offering is longer than the number of approved credit hours, any advertisement must clearly state continuing education credit is not earned for the entire course.
- I understand that failing to have a qualified instructor teach an offering of this course, if approved, will result in the immediate loss of course approval.
- I certify that I am the approved sponsor and I am responsible for compliance with and will abide by the requirements of Minn. Stat. §§ 326B.091 – 326B.099 and all other relevant laws and rules pertaining to continuing education in the regulated industry.
- I certify that I will notify the Department of Labor and Industry in writing within 10 days of any change in the information in this course application, if the course is approved, including any addition or change in the name(s) of instructors who will teach the course.
- I certify the course described in this application will be made available to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. I further certify that reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to continuing education or professional development to individuals with disabilities pursuant to Minn. Stat. § 363A.43.
- I certify all of the information submitted in this application is true, accurate, and complete.

SIGNATURE OF SPONSOR (mandatory)	DATE
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