



Education Course Enrollment Form

Applicants for “**Certified Building Official-Limited**” and “**Certified Accessibility Specialist**” must attend a course specified by the State Building Official before they are approved to take the certification examination. The specified course is presented by Building Codes and Standards, at the St. Paul office. The applicant is responsible for expenses incurred for parking, meals and lodging. Certificates of attendance will be awarded to those completing the course. If for any reason the course schedule you requested is not available, you will be contacted for rescheduling.

Applicants for “**Certified Building Official-Limited**” and “**Certified Accessibility Specialist**” must also complete the **Application for Municipal Building Official Certification Form** and submit it along with the Course Enrollment Form.

Certified Building Official-Limited

This is a three-day course scheduled for Tuesday through Thursday from 8:00 a.m. until 4:00 p.m. daily. The course covers an introduction to the State Building Code, Administration, Plan Review, Field Inspection, H.V.A.C., Plumbing, Manufactured Structures and Disability Provisions of the Minnesota State Building Code. A course workbook will be provided.

Certified Accessibility Specialist

This is a one-day course beginning at 8:00 a.m. and concluding at 4:00 p.m. The course covers an introduction to the State Building Code, Building Code Administration, Plan Review and Disability Provisions of the Minnesota State Building Code. A course workbook is provided.

Please check your choice for one course.

- Accessibility Specialist, Tuesday, March 6, 2012
- Building Official-Limited, Tuesday, March 6, 2012 – Thursday, March 8, 2012
- Accessibility Specialist, Tuesday, June 19, 2012
- Building Official-Limited, Tuesday, June 19, 2012 – Thursday, June 21, 2012
- Accessibility Specialist, Tuesday, September 11, 2012
- Building Official-Limited, Tuesday, September 11, 2012 – Thursday, September 13, 2012
- Accessibility Specialist, Tuesday, December 4, 2012
- Building Official-Limited, Tuesday, December 4, 2012 – Thursday, December 6, 2012

PRINT IN INK or TYPE

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		WORK PHONE
CITY	STATE	ZIP CODE
E-MAIL		HOME PHONE

Prior to the course date, you will receive a letter confirming your enrollment.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

HOTEL INFORMATION

Applicants attending the Building Official-Limited and Accessibility Specialist courses are responsible for their own meals and lodging. Below is a listing of hotels in or near the city of St. Paul for your convenience. Please call for room rates and shuttle bus information.

Embassy Suites
175 East 10th Street
St. Paul, MN 55101
(651) 224-5400 or (800) EMBASS

Radisson Riverfront Hotel
11 East Kellogg Street
St. Paul, MN 55101
(651) 292-1900 or (800) 333-3333

Country Inn by Carlson
6003 Hudson Road
Woodbury, MN 55125
(651) 739-7300 or (800) 456-4000

Radisson City Center Hotel
411 Minnesota Street
St. Paul, MN 55101
(651) 291-8800 or (800) 333-3333

The Saint Paul Hotel
350 Market Street
St. Paul, MN 55102
(651) 292-9292 or (800) 292-9292

Best Western Kelly Inn
161 St. Anthony Avenue
St. Paul, MN 55103
(651) 227-8711 or (800) 297-2576

LOCATION AND PARKING INFORMATION

The Department of Labor and Industry main office is located at:

443 Lafayette Road North, St. Paul, MN 55155
Phone (651) 284-5000
Toll-free 1-800-DIAL-DLI (1-800-342-5354)
TTY: (651) 297-4198

The class will be held in the MINNESOTA ROOM on the first floor.

PARKING

Public parking is available in the Jupiter Visitor Lot or the Blue Lot **ONLY**.
DLI requires that you sign in and register your vehicle (with license plate information).

From the west

Follow highway I-94 east to the 7th Street exit. Turn left on 7th Street and travel east three blocks to Lafayette Road North. Turn left on Lafayette Road North and go two blocks to DLI (on the left).

From the east

Follow highway I-94 west to the Mounds Boulevard exit. Follow Mounds Boulevard north to 7th Street. Turn left on 7th Street and travel west 1/4 mile to Lafayette Road North. Turn right on Lafayette Road North and go two blocks to DLI (on the left).

From the north

Following highway 35E south to the University Avenue exit. Turn left on University Avenue and travel east three blocks to Lafayette Road North. Turn right on Lafayette Road North and go three blocks to DLI (on the right).

From the south

Follow highway 52 across the Lafayette Bridge. Travel two blocks beyond 7th Street on Lafayette Road North to DLI (on the left).