

Continuing Education Sponsor Training

Department of Labor and
Industry

December 2012

AGENDA

CE Program Overview

- Sponsor Registration
- CE Course Application and Approval
- CE Instructor Application/Registration
- CE Session Offerings
- CE Attendance Reporting

CCLD CE Processes

- Processing Timeframes
- Sponsor – CCLD Communication

General Information

- License Types and Hour Requirements

Sponsors of Continuing Education

1. All Sponsors must complete a Sponsor Application
2. \$100 Registration fee
3. Only one contact per Sponsor
4. Sponsor Registration is for 2 years
5. Renewal fee is \$100
6. Sponsor has to be current in order to teach Continuing Education

Continuing Education Courses

Instruction Hours

- Minimum of 1 hour which equals 50 minutes of educational classroom time
- Maximum classroom instruction time no more than 8 hours in a single day
- Course fee is \$20 for each hour or fraction of an hour (1.5 = \$40)

Continuing Education Courses Cont.

Instruction Hours

- Code Hours
- Energy Hours
- Other Technical Hours

Course Documentation

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

**CONTINUING EDUCATION
COURSE APPLICATION**

Fee is \$20.00 each hour or fraction of an hour

Total Number of Hours Total Fee = (# of Hrs x 20) \$

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY**

COURSE FEES ARE NONREFUNDABLE


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

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

<input type="checkbox"/> Building Official	<input type="checkbox"/> Manufactured Home Installer
<input type="checkbox"/> Electrical	<input type="checkbox"/> Residential Building Contractor, Remodeler, and Roofer
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Water-Conditioning Contractor
<input type="checkbox"/> This course is company sponsored. Do not post on website.	

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	
<small>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.</small>			

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 <input type="text"/>	Energy Code Hours <input type="text"/>	Other Technical Hours <input type="text"/>
Initial Course Date 	Facility Name (i.e. Country Inn & Suites)		
Address of Facility	City	State	Zip Code

- Course may be approved for more than one industry
- Each industry has a separate subject matter expert who reviews course content
- Each application needs to be signed and dated by sponsor
- Initial Course Offering

Course Requirements

- Application/Fee
- Detailed Course Outline
- Course Curriculum
- Course Completion Certification
- Proposed Advertisement
- Course Instructor Form

Instructors

- Instructors must be pre-approved by CCLD for electrical and plumbing
- Sponsors approve residential and building official instructors
- Instructors are approved only one time and are issued a registration number

Session Offerings

- Sponsors enter all session dates into DLI website prior to teaching the courses <https://secure.doli.state.mn.us/CCLDCEAdmin/Default.aspx>
- Session dates are displayed on DLI website as they are data entered <https://secure.doli.state.mn.us/cldcecourses/>

Continuing education administration

The Minnesota Department of Labor and Industry's Construction Codes and Licensing Division allows registered sponsors of prequalified continuing education (CE) courses to maintain the CE course sessions (offerings) of their CE courses.

The CE sponsor is required to enter its sponsor registration number, the course number and a unique access code for the course. The sponsor will receive a confirmation email message after they have successfully administered their CE course session information.

Enter your sponsor number, course number, and access code for the CE course.

Sponsor Number:

CE Course Number:

Access Code:

Click the "Sessions" button to maintain the dates for the CE course.

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Approved continuing education courses

All Courses per page

	Date	Course Name	Location	Credits
Details	12/19/2012	APPRAISAL OF 2 4 FAMILY & MULTI FAMILY PROPERTIES	ONLINE 24/7	7.00
Details	12/19/2012	BEST PRACTICES ON ASPHALT ROOFING & FELTS	ST CLOUD MN	2.40
Details	12/19/2012	BEST PRACTICES ON PVC MOULDINGS INSULATING & CONNECTING TRUSSES TO PLATE	ST CLOUD MN	1.20
Details	12/19/2012	CODE GAMES V ND 08 020	SIOUX FALLS SD	4.00
Details	12/19/2012	ENGINEERED LUMBER FOR TODAYS CONSTRUCTION	ST CLOUD MN	1.20
Details	12/19/2012	ENVIROMENTAL ISSUES	ONLINE 24/7	3.00
Details	12/19/2012	GOING GREEN	ONLINE 24/7	4.00
Details	12/19/2012	INTRO TO THE 2011 NEC	PELHAM AL	16.00

Course Attendance

- All attendees must sign roster
- Rosters must be data entered into DLI website within 14 days of taking course
- Completion Certificate is issued to attendee within 10 days after attending the course. May be handed out in class but not before completion of course
- Roster may be signed by the instructor or the sponsor
- Sponsors maintain roster for their records
- If an instructor would like to receive CE credit for the course taught they need to sign the roster and provide license number

Reporting CE

- Sponsors are required to record CE to DLI Website
<https://secure.doli.state.mn.us/CCLDCE/>
- Roster must be data entered within 14 days
- Licensees/Instructors are only allowed to receive credit for the course one time during license period time

Continuing education reporting

The Minnesota Department of Labor and Industry's Construction Codes and Licensing Division allows registered sponsors of prequalified continuing education (CE) courses to electronically submit the attendance records for a CE course session directly to the department.

A CE sponsor of a course is required to provide course completion certificates to the attendees within 10 days of the course completion. A sponsor is required to provide the department with the attendance information within 14 days of the course session. A CE sponsor is no longer required to submit the original sign-in attendance roster to the department, however this information must be maintained as part of the sponsor's file for the course and is subject to audit.

The CE sponsor is required to enter its sponsor registration number, a unique access code for the course, the course number and the date of the course session. The sponsor will be required to enter the license number of each license holder who attended the continuing education course session. The sponsor will receive a confirmation email message after it has successfully submitted the CE course attendance information.

Enter your sponsor number, access code, course number and the date of the course session.

Sponsor Number: *Required Access Code:
CE Course Number: Session Date:

Click the "Report CE" button to enter the attendance roster for the CE course session date.

Continuing education reporting

License: **\$1640854** Name: **MINNESOTA ELECTRICAL ASSN INC**
3100 HUMBOLDT AVE SO
BLOOMINGTON, MN 55420
Course: **20120233** **BASIC MOTOR CONTROLS**
Session: **12/15/2012** **HOLIDAY INN**
1201 W 94TH ST
BLOOMINGTON, MN 55420

Enter the License Number of each attendee at the CE Course Session *

License: (Example: AM999999)

Continuing education reporting

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3100 HUMBOLDT AVE SO
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BLOOMINGTON, MN 55420

Enter the License Number of each attendee at the CE Course Session *

License: (Example: AM999999) Count: 1

	License	App #	Name
Delete	AM006316	165605	AAFEDT, MICHAEL L

DLI Processing Timeframe

- Course applications must be received a minimum of 30 days in advance of the first course offering
- It takes 30 days to review and process course application packets and content.
- If deficiencies, the process may take longer than 30 days depending on when sponsor submits corrections.

Sponsor – CCLD Communication

- All correspondence is submitted to CCLD Licensing
- We will email or mail deficiency letters. Respond to deficiencies within 10 days.
- Questions or concerns should be directed to: dli.cesponsor@state.mn.us or call 651-284-5034

General Information

- During peak times in the fall and early winter, please try and send in new courses 60-90 days in advance
- Internet courses must be preapproved by the IDECC (International Distance Education Certification Center or IACET (International Association for Continuing Education and Training))

General Information Cont.

- If a course is already approved by other Sponsor and you want to teach it you will still need to submit it as a new course. We ask that you make note that the course was already approved and by what Sponsor
- If an individual holds more than one type of license in a trade the CE credits will apply to all licenses

General Information Cont.

- There is no partial credit for courses. Example: If the course is approved for 16 hours, the licensee would have to attend the whole course in order to receive the 16 hours of credit.
- When licensees are registering for CE courses please make sure that you are requesting their personal license or registration numbers. Examples: Residential Builders are QB, QC & QR, Electrical are AJ, AM, PL etc., Plumbing PJ, PM, MR etc., Building Officials are BO & LB.

Residential building contractor, remodeler, and roofer licenses

- All “residential” licenses are considered a business license, but each business must have a ‘qualifying person’ or QP for the license
- Each QP has a “Q” record in CCLD database (QB, QC, QR) that is separate from the company’s license record (BC, CR, RR)
- **When entering course attendance rosters into CCLD’s system, use individuals’ ‘Q’ number NOT the company’s license number!**

License Types and Hour Requirements

Plumbing

- Master, Journeyman and Restricted Plumbers are required at least 12 Hours on the Plumbing Code and 4 hours must pertain to technical topics related to plumbing Installations and equipment for a total of 16 hours during their 2 year license period.
- CE hours obtained by electronic media must not exceed 4 hours during license period

Water Conditioning

- Master or Journeyman are required to take 4 hours of CE and at least 2 hours must pertain to technical topics related to water conditioning

License Types and Hour Requirements Cont.

Manufactured Home Installer

- Installer are required 12 hours of classroom hours which includes minimum of 4 hours: An overview of the act and the general regulatory structure of the HUD manufactured housing program and overview of the manufactured home installation standards and regulations established in Code of Federal Regulations, title 24, parts 3285 and 3286, and applicable Minnesota law and rules, with specific instruction covering:
 1. Pre-installation considerations;
 2. site preparation;
 3. foundations;
 4. anchorage against wind;
 5. optional features, including comfort cooling systems;
 6. ductwork and plumbing and fuel supply systems;
 7. electrical systems; and
 8. exterior and interior close-up work;

C. an overview of the construction and safety standards and regulations found in Code of

D. licensing requirements applicable to installers;

E. installer responsibilities for correction of improper installation, including installer obligations under applicable state and HUD manufactured housing dispute resolution programs;

F. inspection requirements and procedures;

G. problem reporting mechanisms;

H. operational checks and adjustments; and

I. penalties for any person's failure to comply with Code of Federal Regulations, title 24, parts 3285, 3286, and 3288, and applicable Minnesota laws and rules.

License Types and Hour Requirements Cont.

Electrical

- Master A & B, Journeyman A & B, Master Elevator Constructor, Elevator Constructor, Maintenance Class A installer and Class B installer Electricians are required to have at least 12 hours on the NEC Code and 4 hours of technical related to electrical installations and equipment During their license period
- Power Limited Technicians are required to have at least 4 hours on the NEC Code with the remainder on the statutes and rules governing electrical installations, this chapter, chapter 3801, Minnesota Statutes, sections 326B.31 to 326B.399, or technical topics related to electrical installations and equipment during their license period
- Registered Unlicensed are required 2 hours on the NEC Code in their license period

License Types and Hour Requirements Cont.

Residential Contractors

- Residential Building, Remodelers and Roofers are required to take 14 hours per license period and that needs to include 1 hour of energy

Building Officials

- Building Officials and Limited Building Officials are required to 57 hours of CE during their license period