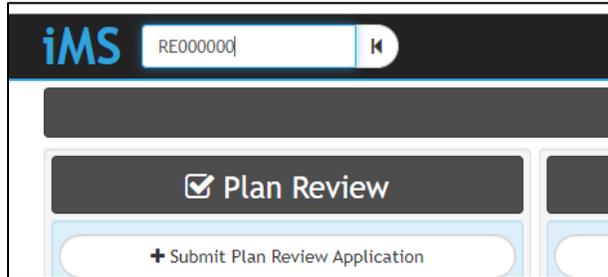


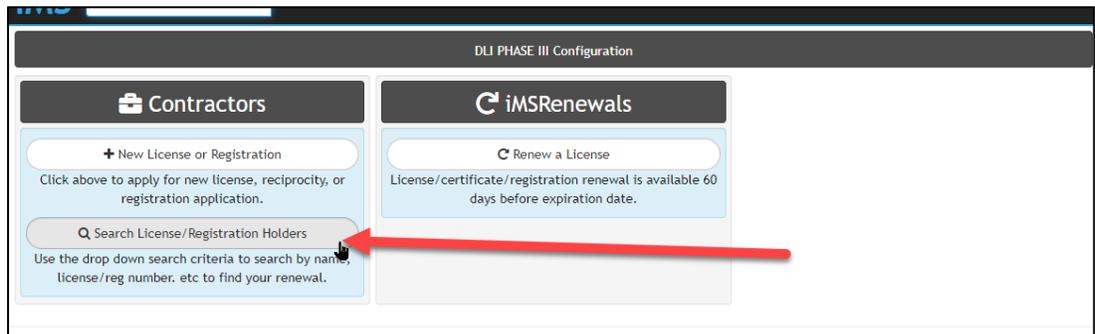
Continuing Education (CE) Report

To review your continuing education status, follow the instructions outlined below to run the Continuing Education report.

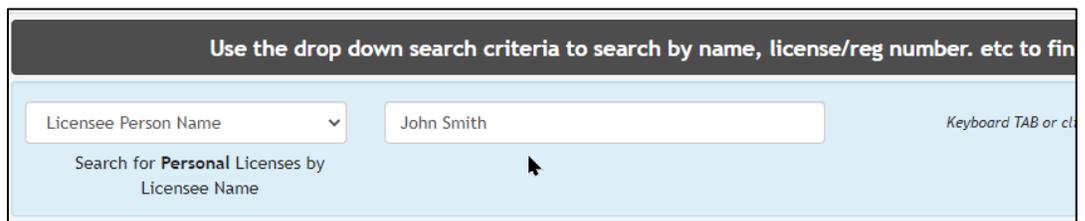
1. Locate your license or registration:
 - a. If you know your full license or registration number, you can search in the “Quick Search” box.
 - i. Note that all licenses and registrations start with two letters and are followed by six numbers



- b. If you do not know your full license or registration number, you can search by clicking the “Search Licenses & Registrations” icon found in the “Contractors” tile.

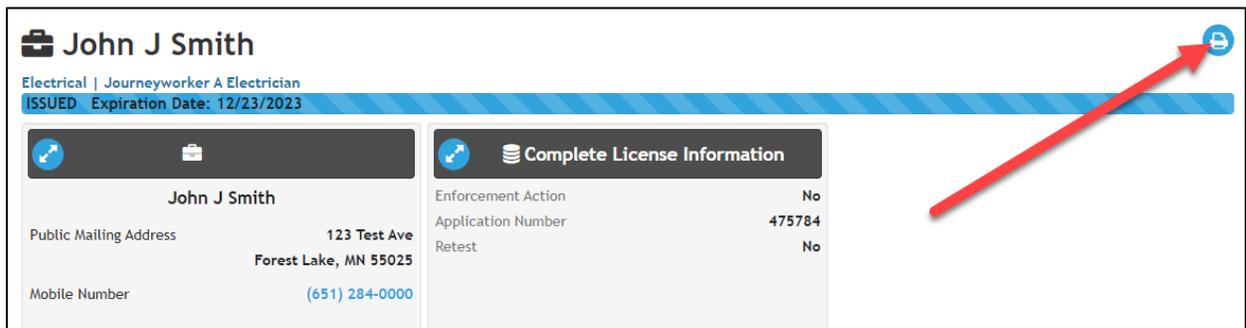


- i. From the Search License & Registration Holder page, click in the drop-down box to select the criteria you would like to search by

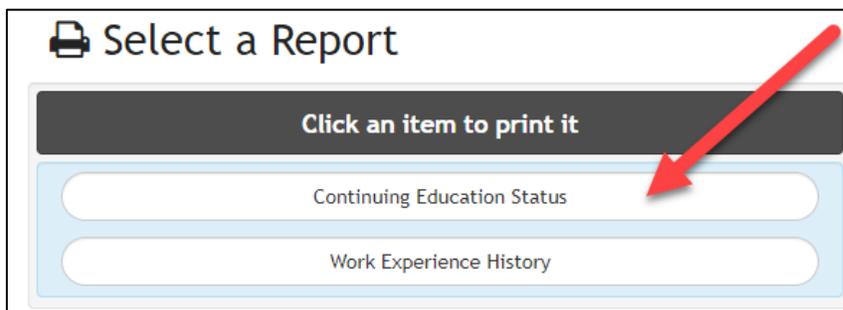


- ii. If your search returns multiple records, locate your license or registration, and click on the license or registration number found in the first column. If your search only yields one result, you will be brought directly to your license or registration.

- Once you have located your license or registration you will see a blue, print icon in the upper-right hand corner of the screen. Click on the blue, print icon.



- Click on the “Continuing Education Status” report.

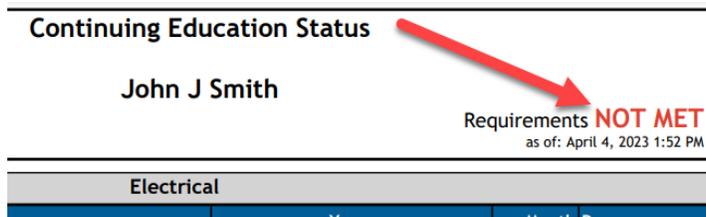


- Once the report is generated it can be reviewed, saved, or printed.

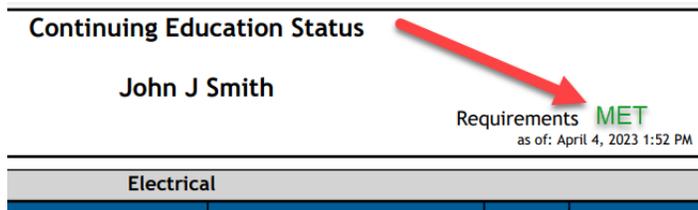
Reviewing the Continuing Education Report

The Continuing Education report will contain continuing education taken by the license or registration holder over the last two renewal cycles. At the top of the report, you will quickly be able to see if Continuing Education (“CE”) is MET or NOT MET. Continuing education must be MET to renew a license or registration.

Not eligible to Renew



Eligible to Renew



Requirements Section

The top section will include the most recent cycle and previous cycle as well as the hours taken within the cycle for each designated CE requirement for the license type. You will also see what hours are left to be taken in each CE requirement.

2023	Current Renewal			From 12/24/2021 to 12/23/2023	
ID	Hours	Left	Accepted Credit Codes		
R4	4	4.00	EO Electrical Other	EC Electrical Code	
R3	12	12.00	EC Electrical Code		
2021	Last Renewal			From 12/24/2019 to 12/23/2021	
ID	Hours	Left	Accepted Credit Codes		
R2	4	0.00	EO Electrical Other	EC Electrical Code	
R1	12	0.00	EC Electrical Code		

Credits Accrued Section

The bottom section will list out each course including date of course, location of course, sponsor and hours credited to each requirement (code, non-code, etc.)

CREDITS ACCRUED					
02/07/2023	MINNESOTA PIPE TRADES	2020 MINNESOTA PLUMBING CODE CHANGES PART 1		MINNESOTA PIPE TRADES	
	ID	Hours	Code		
	C5	4.00	PC		
11/02/2021	MINNESOTA PIPE TRADES	WATER MANAGEMENT PROGRAM & INFECTION CONTROL		MINNESOTA PIPE TRADES	
	ID	Hours	Code		
	C4	4.00	PO		
06/08/2021	MINNESOTA PIPE TRADES	DRAINAGE REVIEW & VENTING		MINNESOTA PIPE TRADES	
	ID	Hours	Code		
	C3	4.00	PC		
05/25/2021	MINNESOTA PIPE TRADES	MN PLUMBING CODE CHAPTER 4 PLUMBING FIXTURES		MINNESOTA PIPE TRADES	
	ID	Hours	Code		
	C2	4.00	PC		