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.

DLI PHASE III Configuration							
🚔 Contractors	C ⁴ iMSRenewals						
+ New License or Registration	C Renew a License						
Click above to apply for new license, reciprocity, or registration application.	License/certificate/registration renewal is available 60 days before expiration date.						
Q Search License/Registration Holders							
Use the drop down search criteria to search by name, license/reg number. etc to find your renewal.							

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

Use the d	rop do	wn search criteria to search by name, lice	nse/reg number. etc to fin
Licensee Person Name	~	John Smith	Keyboard TAB or cl
Search for Personal Licenses Licensee Name	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. 2. 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.

Electrical Journeyworker A ISSUED Expiration Date: 1	th Electrician 2/23/2023			
John J	Smith	Complete Licens	se Information No	
Public Mailing Address	123 Test Ave Forest Lake, MN 55025 (651) 284-0000	Application Number Retest	475784 No	
mobile Hambel	(031) 204-0000			

3. Click on the "Continuing Education Status" report.

🖶 Select a Report	
Click an item to print it	
Continuing Education Status	
Work Experience History	

4. 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.



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