

**CONTINUING EDUCATION
COURSE APPROVAL APPLICATION**

- Mechanical Administrator
- Electrical Administrator/Electrical Journeyman (Department of Labor and Workforce Development)
- Plumber Journeyman (Department of Labor and Workforce Development)

Course Title: _____

Contact Person: _____

Sponsor: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Website: _____

Course Content (check all that apply):

Actual number of hours devoted to code:

- International Mechanical Code (IMC), 2006 Ed.
- International Mechanical Code (IMC), 2009 Ed.
- Uniform Plumbing Code (UPC), 2009 Ed.
- National Electrical Code (NEC), 2008 Ed.
- National Electrical Code, 2011 Ed.
- National Electrical Safety Code (NESC), 2007 Ed.
- "Industry Related" for Journeyman Electricians only.
- "Industry Related" for Journeyman Plumbers only

Number of hours: _____

Number of hours: _____

Number of hours: _____

Number of hours: _____

Number of hours: _____

Number of hours: _____

Number of hours: _____

Number of hours: _____

Date(s) course is offered: _____

Location(s) of course: _____

Instructor(s): _____

Requesting approval of _____ contact hours.

Attachments:

- Course outline, including sample handouts and text material. (Do not submit complete course including, books, videos and DVDs)
- Quiz and test questions for internet and correspondence based courses.
- Scheduled offering (dates and locations).
- Instructor resume(s).
- Explanation of attendance policy and provision for class make-up.
- Attendance record form.
- Sample of Certificate of Completion.
- Correspondence provisions, if applicable.

Signature of Applicant _____

Date _____