Print Form

***STATE OF IDAHO* DIVISION OF BUILDING SAFETY**
1090 East Watertower Street Suite 150
Meridian, Idaho 83642
800-955-3044
FAX 877-810-2840
dbs.idaho.gov

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

Title of course:

Open To Public? ☐ **Yes** ☐ **No**

Actual Hours of Instruction:

Online/Correspondence: ☐ **Yes** ☐ **No**

PROVIDER:

Name:

Address:

City: State: Zip Code:

Contact Person: Telephone: Fax:

Email Address: Website:

INSTRUCTORS:

Name:

Name:

PLEASE ATTACH THE FOLLOWING:

- **COURSE OUTLINE** Attach or give a general description of the course, including specific Electrical Code articles referenced or Plumbing Code referenced.
- **SCHEDULE OF CLASSES** Including locations, dates, and times.
- **MATERIAL/VISUAL AIDS** Include texts and references.
- **QUIZ (online and correspondence courses only)** Minimum 20 questions for each hour of credit. For example four (4) hours of credit would require eighty (80) questions.
- **CLASS ROSTER** The Class Roster must be submitted after the completion of each class or online/correspondence session. Please make copies.

INSTRUCTOR QUALIFICATIONS The minimum qualifications for an instructor shall be established by providing proof of one of the following which shall be submitted with this application:

- Trade License Held (Master or Journeyman level).
- Teaching Degree (In related field).
- Other Qualifying Documentation (certification, etc. on the related matter).

SUBMIT APPLICATION WITH ALL REQUIREMENTS BY EMAIL TO customer.service@dbs.idaho.gov or MAIL TO THE ADDRESS ABOVE.

11/08/2011R

Approved by: Course ID: Date: