



**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](http://dbs.idaho.gov)

**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL**

Please see our website for course requirements.

**Title of course:** \_\_\_\_\_

**Is this course considered:**      Code      Industry Related      Electrical      Plumbing

**Open To Public?**      Yes      No      **Actual Hours of Instruction:** \_\_\_\_\_

**Online:**      Yes      No      If yes list the website: \_\_\_\_\_

**Correspondence:**      Yes      No

Is this course and instructor(s) approved in another state(s) or jurisdiction(s):      Yes      No      If Yes please provide a copy of the approval(s). *Any course not approved within the providers state or jurisdiction will not be accepted.*

**Provider's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**INSTRUCTORS:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**SUBMIT APPLICATION WITH ALL REQUIREMENTS** BY EMAIL TO [customer.service@dbs.idaho.gov](mailto:customer.service@dbs.idaho.gov) OR MAIL TO THE ADDRESS ABOVE

**FOR DBS USE:**

Approved by: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_       CD       IR

Denied: Reason. \_\_\_\_\_

**CEU Application**  
**Treasure Valley Master Plumbers Association**  
**January, 2014**

1. The title and general description of the program  
Drugs, Sex and Attitude – Tools to Manage Today’s Workforce
2. The name of the sponsor as it will appear on the completion certificate  
Treasure Valley Master Plumbers Association
3. The address and contact person for the sponsor  
PO Box 8224, Boise, ID 83707  
Teri Ottens, Executive Director  
208-947-8096, tottens@amsidaho.com
4. The names of the instructors and dates of approval by the Division of Building Safety or completed applications for the instructors  
Kail Seibert, Attorney at Law  
Owner – Ahead of the Kurve
5. The hours of instruction to be presented – correspondence or on-line computer-based courses must provide a minimum of twenty (20) questions to be answered by the student for each hour of credit requested for approval. For example four (4) hours of credit would require eighty (80) questions; eight (8) hours of credit would require one hundred and sixty (160) questions  
Not applicable
6. An outline of the program  
See attached
7. The cost of the program to the participant  
\$15 member, \$20 non-member
8. A schedule of classes, including locations, dates and times  
February 18, 6 to 7 pm, Fergusons Inc
9. A list or sample of materials to be used in the program  
See attached
10. A copy of the quiz to be given to participants, if applicable  
Not applicable
11. A copy of the completion certificate  
See attached

# Safety is the Bottom Line

## **Drugs, Sex and ....Attitude Tools to Manage Today's Workforce**

**Course Overview:** This seminar will provide owners and management an overview of the employee screening systems available to companies and the expected return on investment of such systems. It provides checklists to be used in selecting vendors to assist a company in the three types of employee screening, the necessity of such programs, and the advantage of obtaining an accurate risk footprint. Attendees will receive information on what drugs in the workplace look like and how employees can beat drug tests.

**Course Goals and Objectives:** Knowledge through humor. To provide education and practical tips for recognizing and managing the tools available for employee screening.

### **Course Outline:**

Hiring isn't what it used to be – new considerations

Benefits of employee screening – how the workforce has changed

Negligent hiring – liability

Drug testing

Cost of substance abuse in the workplace

Illicit drug and alcohol use by industry

Alcohol use by industry

Most common tests

Commonly abused medications

Best practices

Supervisor training

Reasonable suspicion

Background Checks

Why background checks are a good business decision

Most common types background checks

Executive / Employee Assessments

Identifying critical skills and individuals possessing such skills will make/break a business

Types of Assessment tools available

Insurance coverage

Vendor selection criteria

Class and Instructor Name:

Date: February 19, 2014

Location: Fergusons, Inc

Participants must complete all the information requested on this form in order to receive continuing education credit. Names will be kept confidential and only used to apply credit.

PRINT YOUR NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Plumbing Contractor  Plumbing Journeyman  Apprentice  Other \_\_\_\_\_

A. Please rate the session and instructor in the following categories.

	low				high	comments
I felt the instructor(s) had a solid understanding of the course subject matter.	1	2	3	4	5	
I felt that the instructor(s) had good communication skills and presented the course material well.	1	2	3	4	5	
I felt there was significant instructor to student interaction and that the instructor(s) encouraged feedback and questions.	1	2	3	4	5	
I found the course materials to be up-to-date and useful.	1	2	3	4	5	
I found the facilities where the course was offered to be satisfactory and did not distract from my learning experience.	1	2	3	4	5	
I found the registration and payment process to be easy and convenient.	1	2	3	4	5	
I felt the course possessed sufficient difficulty and that it assisted me in achieving my goals						
<i>At the conclusion of the following programs, participants will be able to do the following:</i>						
<i>1 To provide an overview of the employee screening systems available to companies and the expected return on investment of such systems.</i>	1	2	3	4	5	
<i>2. To provide checklists to be used in selecting vendors to assist a company in the three types of employee screening, the necessity of such programs, and the advantage of obtaining an accurate risk footprint.</i>	1	2	3	4	5	
<i>3. To provide information on what drugs in the workplace look like and how employees can beat drug tests.</i>	1	2	3	4	5	

B. Sign and date this form in box above.

**Send to:**  
**Idaho State Division of Building Safety**  
**P.O. Box 83720**  
**Meridian, ID 83542**



**CERTIFICATE OF COMPLETION**  
***COURSE TITLE***  
***LOCATION***

This certificate is awarded to

*Robert Sanchez*



License #:  
Hours of Credit:  
Instructor:

COURSE APPROVAL #

*Lee Ottens*

\_\_\_\_\_  
COURSE DATE: