



Residential Building Contractor Continuing Education Individual Application for Approval of Continuing Education Course

PRINT IN INK or TYPE your responses

Instructions: A licensee who completes a course that has not been approved by the Department of Labor and Industry for residential contractor continuing education credit, may submit an application requesting that they receive credit for the course. Approval of continuing education credit may be granted if it is evident that the content of the course complies with the statutory requirements for course approval contained in Minn. Stat. § 326B.821 and the licensee pays the applicable fee. Please provide the following with your completed application:

1. Attach copy of all materials used during the course. This includes, PowerPoint slides, student handbook, workbook, course schedule, syllabus, and any other materials distributed during the course.
2. Attach a copy of the course completion certificate you received at the conclusion of the course, signed and dated by the course sponsor or instructor. The certificate must include the course date and location, and the number of hours of class attended.
3. If this course was an Internet course, attach a copy of the IDECC approval with this application. For more information regarding the IDECC, please reference the following web-site: www.idecc.org/content.cfm?page=AboutIDECC
4. Attach a personal check, cashiers check or money order in the amount of \$20.00, payable to the Minnesota Department of Labor and Industry. This fee is nonrefundable.
5. Upon conclusion of the review, a letter will be sent to the licensee confirming the number of continuing education credits that have been approved, or that the request has been denied.
6. Sign and date the application.

NOTICE: The course that you have requested the approval of continuing education credits for attending must meet the applicable requirements of the Minn. Stat. § 326B.821, subd. 5, 5a, and 6.

Make a copy of this application for your records.

APPLICATION INFORMATION

LAST NAME		FIRST NAME		E-MAIL ADDRESS	
RESIDENTIAL STREET ADDRESS			CITY	STATE	ZIP CODE
LICENSE NUMBER	LICENSE TYPE: <input type="checkbox"/> building contractor <input type="checkbox"/> roofer <input type="checkbox"/> remodeler			DAYTIME PHONE NUMBER	

COURSE INFORMATION AND FEE (Attach a check or money order payable to Department of Labor and Industry. No cash is accepted.)

Individual course approval application fee per course: \$20	Date course attended	Number of continuing education credits requested for this course: _____ hrs.
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COURSE TITLE

SPONSOR NAME	INSTRUCTOR NAME	SPONSOR BUSINESS PHONE
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COURSE LOCATION (name of building or facility where course was offered)	CITY	STATE	ZIP CODE
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Did this course offer training in the implementation of energy codes or energy conservation measures applicable to residential buildings? Yes No

If yes, indicate number: _____ energy code hours requested

Certification

- I certify I attended the above-named course on the date specified for the number of hours for which I have requested approval of continuing education credit.
- I certify all of the information submitted in this application is true and complete.

SIGNATURE OF LICENSEE (mandatory)	DATE
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This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.