



**CONTINUING EDUCATION
COURSE INSTRUCTOR SUBMITTAL**

PRINT IN INK or TYPE your responses. Unreadable or illegible applications will be rejected or denied

INSTRUCTORS NAME			EMAIL ADDRESS		
RESIDENTIAL ADDRESS			PUBLIC MAILING ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
Is the Residential address above a non- designated (Private) address?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , then you must provide a designated (Public) mailing address.		

Identify the SUBJECT AREA(S) that you teach. Information you provide will be checked to determine your qualifications for all course applications that reference you as an instructor. (If you need more space, attach additional sheet listing qualifications.)

1) _____

2) _____

3) _____

Applies only to instructors for Building Official and Residential Building Contractor Continuing Education

Instructors for building official and residential building contractor continuing education shall meet the requirements of Minn. Stat. § 326B.099, Subd. 3(b). Check at least one category that qualifies you to teach building official and residential building contractor continuing education.

- Four (4) years' practical experience in the subject area being taught
- A college or graduate degree in the subject area being taught
- Direct experience in the development of laws, rules, or regulations related to the regulated industry
- Demonstrated expertise in the subject area being taught

Applies only to instructors for Manufactured Home Installers Continuing Education

Instructors for manufactured home installer continuing education shall meet the requirements of Minn. Rule 1350.6710, Subpart 2. Check at least one category that qualifies you to teach manufactured home installer continuing education.

- A four-year degree in any subject area, plus two (2) years of experience in the subject area being taught
- Five (5) years of experience in the subject area being taught
- Certification by HUD as a trainer for manufactured home installation (attach copy of certification)

Applies only to instructors for Electrical Continuing Education

Instructors for electrical continuing education shall meet the requirements of Minn. Stat. § 326B.099, Subd. 3(b)(4) and Minn. Rule 3800.3603, Subpart 5 and comply with all applicable continuing education rules adopted by the Minnesota Board of Electricity. Check the category that qualifies you to teach electrical continuing education.

- A personal electrical license and at least four (4) years experience in electrical inspection, electrical installations, or teaching subjects within the scope of the electrical work permitted by the instructor's license
- A registered or licensed electrical engineer with at least four years of experience in the design of premises electrical power systems or technology systems.
- At least five years practical experience in the subject being taught. An instructor in this category may only be approved for instruction on technical topics related to electrical installations and equipment.
- For technology systems, an instructor certified by a national training program. (attach a copy of certification)

Applies only to instructors for Elevator Continuing Education

Instructors for elevator continuing education shall meet the requirements of Minn. Stat. § 326B.099 and comply with all applicable continuing education rules adopted by the Minnesota Department of Labor & Industry. Check the category that qualifies you to teach elevator continuing education.

- At least four (4) years of experience in elevator inspection, elevator installations, or teaching subjects within the scope of the elevator work.
- A college or graduate degree and experience in the design of elevator equipment or installations.
- Direct experience in the development of laws, rules, or regulations related to Minnesota Statutes Sections 326B.163 to 326B.191 and Minnesota Rule Chapter 1307.

Applies only to instructors for Plumbing Continuing Education

Instructors for plumbing continuing education shall meet the requirements of Minn. Stat. § 326B.099, Subd. 3(b) (4) and Minn. Rule 4716.0210, Subpart 4 and comply with all applicable continuing education rules adopted by the Minnesota Board of Plumbing. Check the category that qualifies you to teach plumbing continuing education.

- An individual plumber license issued by the department and at least four years' experience in plumbing inspection, plumbing installations, or teaching subjects within the scope of plumbing work permitted by the instructor's license.
- At least five years' of practical experience in the subject being taught. An instructor in this category may only be approved for instruction on technical topics related to plumbing installations and equipment.
- An instructor certified by a national plumbing-related training program.

List licenses held applicable to your qualifications to be an instructor. Attach copy of current license or diploma if not issued by the Department of Labor and Industry, as applicable.

TYPE OF LICENSE	LICENSE NUMBER	DATES LICENSED (from/to)

List employment history of instructor's qualification requirements.

EMPLOYER	EMPLOYER	EMPLOYER
ADDRESS	ADDRESS	ADDRESS
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
DATES EMPLOYED (from/to)	DATES EMPLOYED (from/to)	DATES EMPLOYED (from/to)
TYPE OF WORK	TYPE OF WORK	TYPE OF WORK

Certifications and Statements of Understanding:

- I understand that I am responsible to remain in compliance with all laws and rules relating to continuing education in accordance with MS § 326B.099;
- I understand that I am responsible to provide students with current and accurate information;
- I understand that I am responsible to maintain an atmosphere conducive to learning in the classroom;
- I understand that I am responsible to verify attendance of students, and certifying course completion;
- I understand that I am responsible to provide assistance to students and respond to questions relating to course materials;
- I understand that I am responsible for attending the workshops or instructional programs that are required by the commissioner; and
- I certify that the following information provided herein is true, accurate and complete.

Instructor Signature	Date	Phone Number
----------------------	------	--------------