



**OKLAHOMA CONSTRUCTION INDUSTRIES BOARD**  
**REQUEST FOR**  
**CONTINUING EDUCATION APPROVAL**  
*FOR PLUMBING, ELECTRICAL, MECHANICAL AND INSPECTOR LICENSING COMMITTEES*

- *REQUEST SHOULD BE FILED WITH THE APPROPRIATE COMMITTEE(S) IN TIME TO PERMIT INCLUSION OF CEU INFORMATION ON THE PRINTED PROGRAM.*
- *PLEASE ATTACH FOR EACH TRADE TARGETED A COPY OF:*
  - *THE AGENDA,*
  - *COURSE OUTLINE, AND*
  - *INSTRUCTOR BIOGRAPHY OR RESUME.*
- ***NOTE: IF THE APPLICATION IS INCOMPLETE OR ABOVE ITEMS ARE NOT INCLUDED, THE REQUEST WILL BE RETURNED.***

TITLE OF PROGRAM: \_\_\_\_\_ CODE YEAR: \_\_\_\_\_

SPONSORING GROUP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

TARGET AUDIENCE: \_\_\_\_\_  
*(Specify Plumbing, Electrical, Mechanical or Inspector or a combination thereof)*

INSTRUCTOR NAME: \_\_\_\_\_  
*(PLEASE ATTACH RESUME with credentials, background & experience relating to trade)*

TOTAL HOURS OF INSTRUCTION: \_\_\_\_\_ COURSE CAPACITY \_\_\_\_\_

COST: *(Please provide advance notice if cost changes)* \_\_\_\_\_

COURSE DATES: \_\_\_\_\_ COURSE HOURS: \_\_\_\_\_  
*(Please notify the Construction Industries Board of any cancellations)* *(Start and Ending Times)*

COURSE LOCATION:  
 Facility Name AND Room Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TO BE COMPLETED BY THE APPROPRIATE LICENSING COMMITTEE(S)**

COMMITTEE NAME: \_\_\_\_\_

CEU'S APPROVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE NAME: \_\_\_\_\_

CEU'S APPROVED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COURSE IDENTIFICATION NUMBER: \_\_\_\_\_

Submit to: Oklahoma Construction Industries Board  
 2401 N.W. 23<sup>rd</sup>, Suite 2F  
 Oklahoma City, OK 73107  
 Office: (405) 521-6550 Fax: (405) 521-6525

## **APPROVAL REQUIREMENTS FOR CONTINUING EDUCATION**

1. Presented material shall pertain to:
  - a. For Electrical, All material and information presented for continuing education credit shall pertain to National Electrical Code updates.
  - b. For Plumbing and Mechanical, Four (4) or more hours of material must pertain to code updates; two (2) hours may pertain to manufacturer's installation.
2. Six (6) hours of classroom instruction per *code cycle* are required for Electrical, Plumbing and Mechanical. Five (5) hours *per year* are required for Inspectors.
3. Continuing education unit requests shall be submitted to the appropriate licensing committee at least one (1) week prior to the committee meeting date for placement on the committee agenda. Failure to comply will postpone approval of your course until the next committee date. All requests shall include:
  - a. Completed continuing education application form for each date or set of dates that constitute one class. Each class must be included on a different form.
  - b. An agenda detailing the material to be presented in the course shall accompany the continuing education request.
  - c. A brief summary of qualifications for each instructor shall accompany the continuing education request.
4. Continuing education classes shall be at least two (2) hours in length.
5. Each continuing education unit is composed of sixty (60) minutes of actual classroom instruction (360 minutes for a six (6) hour course). This does not include: sign-ins, introductions, breaks, lunches, evaluations, etc.
6. Continuing education courses shall not be conducted in the licensee's regular work place during normal business hours.
7. An evaluation form furnished by the Committee, shall be completed by each person attending the course and shall be forwarded to the Committee.
8. The sponsoring group shall be responsible for verification of attendance and shall submit sign-in sheets to the committee. For, Plumbing and Mechanical classes, the sponsoring group shall require a photo I.D. prior to sign-in.
9. Any deviation from a committee approved agenda or change in instructors shall be approved prior to the presentation. Deviations identified during the seminar presentation shall be presented to the Committee at their next meeting for committee consideration and appropriate action.
10. Committees shall be advised of any course cancellations.