



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. 23rd, Ste 5
Oklahoma City, OK 73107
Office: 405 271-5217 FAX: 405 271-5254

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. Continuing education unit requests shall be submitted to the appropriate licensing committee for approval prior to the course being conducted and 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.
3. Continuing education classes shall not be offered in less than two hour increments.
4. Continuing education courses shall not be conducted in the licensee's regular work place during normal business hours.
5. Continuing education course offerings shall be advertised and open to all licensed licensees.
6. An evaluation form furnished by the Committee, shall be completed by each person attending the course and shall be forwarded to the Committee.
7. 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.
8. 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.
9. Committees shall be advised of any course cancellations.