Continuing Education and Instructor Application

Sponsored by: _________________________________________________________________

Name: _____________________________________ Phone #: _____________________

Address: ________________________________________________________

(Street) (City) (State & Zip)

Class Title: _________________________________________________________________

Date of Class: _______________________________ Course Fee: $ _________________

Code hours: __________ Non-code hours: __________ Total hours: _________

Class Location: ______________________________________________________________

Is this course approved in any other state? ________ If yes, please list which states and attach
your approval letter from each with application: _____________________________________

Submit a comprehensive, detailed outline of the subject matter together with the sequence
of each segment, materials, and visual aids being used for the course.

Submit a copy of certificate being used. (In-state classes will be issued an attendance
sign-up sheet and an evaluation form with course approval.)
Instructor Qualifications

Instructor’s Name: ________________________________  Phone#: ________________

Instructor’s Address: __________________________________________________________

☐ Describe professional or trade experience evidenced by an appropriate license or degree. (attach additional information or materials as needed)

☐ Describe any other training/experience gained in the electrical trade industry. (attach additional information or materials as needed)

☐ Names of additional instructors other than persons listed above.

________________________________________
Signature of Applicant

(For office use only)

Approved                      Disapproved

Code: ________                  Reason: ____________________________
Non-code: ________             ____________________________

JJ Linn, Executive Director            Date