



NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

3101 Industrial Drive, Suite 206, Raleigh, NC 27609 Phone (919) 733-9042
Fax (800) 691-8399 www.ncbeec.org

CONTINUING EDUCATION COURSE SPONSOR / INSTRUCTOR APPROVAL

(THIS SECTION TO BE COMPLETED BY COURSE SPONSOR)

COURSE SPONSOR: _____

SPONSOR CONTACT PERSON: _____ TELEPHONE: _____

FAX: _____ E-MAIL: _____ WEBSITE: _____

SPONSOR ADDRESS: _____ CITY/STATE: _____ ZIP: _____

COURSE TITLE: _____ COURSE CONTACT HOURS: _____

COURSE INFORMATION: *(Attach separate sheets if necessary)*

1. COURSE DESCRIPTION - Attach a detailed course description for the Board's review; i.e. course outline or syllabus, proposed course material, etc.
2. COURSE OBJECTIVES – List course outcomes, what the qualified individual will gain from this course, etc.
3. SCHEDULE OF COURSES - List dates, time and locations, if established. If not established, dates, times, and locations may be submitted to the Boards Office by using your password and id provided on your approval letter and the Boards online service at www.ncbeec.org 60-days prior to class.
4. COURSE FEE: List fee amount.

DATE: _____ SIGNATURE: _____ TITLE: _____

(THIS SECTION TO BE COMPLETED BY COURSE INSTRUCTOR)

INSTRUCTOR NAME: _____ TELEPHONE: _____

INSTRUCTOR ADDRESS: _____ CITY/STATE: _____ ZIP: _____

INSTRUCTOR EMAIL: _____

QUALIFICATIONS OF INSTRUCTOR: *(Attach separate sheets if necessary)*

1. CERTIFICATIONS: List certification(s) you currently hold in accordance with Rule .1103(b) found on our website at www.ncbeec.org. Attach verification document(s) to this application. If previously submitted, initial here _____ and do not re-submit.
2. OTHER QUALIFICATIONS: List other professional, trade or special qualifications that you may wish to be considered by the Board. Attach verification document(s) to this application. If previously submitted, initial here _____ and do not re-submit.

DATE: _____ SIGNATURE: _____ TITLE: _____

*NOTE: SEPARATE FORMS MUST BE COMPLETED FOR COURSES HAVING MORE THAN ONE INSTRUCTOR.

(THIS SECTION FOR BOARD USE ONLY)

APPROVED BY: _____ DATE: _____ CLASSIFICATION(S): _____



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CONTINUING EDUCATION COURSE SPONSOR / INSTRUCTOR AGREEMENT

COURSE SPONSOR: _____

SPONSOR CONTACT: _____ **INSTRUCTOR NAME:** _____

COURSE TITLE: _____ **CONTACT HOURS:** _____

**NOTE: SEPARATE FORMS MUST BE COMPLETED FOR COURSES HAVING MORE THAN ONE INSTRUCTOR.*

I/We agree to offer continuing education courses in accordance with the Continuing Education Rules of the North Carolina *STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS* (hereafter referred to as the "Board") and request approval as an authorized course sponsor/instructor.

I/We plan to offer continuing education courses in one or more of the subject matters described in the Rules.

I/We also agree that I/We will not present a course for credit under the continuing education program in a subject matter other than those described in the Rules.

I/We agree to maintain such records as are necessary to clearly demonstrate that each course offered for credit complies with the Rules in effect at the time the course is presented and agree the class will be open to audit or attendance by Board and Staff Members. Some of the records needed include:

1. The date and location of the course.
2. Attendance roster for each course presented.
3. Approved written course outline.

I/We understand that the above records will be subject to review by the Board for a period of three years following the date of presentation and agree to make these records available to the Board during regular business hours.

I/We have read this agreement and the Board's Continuing Education Rules and agree to comply with these terms.

DATE: _____ **SIGNATURE:** _____ **TITLE:** _____
Sponsor

DATE: _____ **SIGNATURE:** _____ **TITLE:** _____
Instructor



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ONLINE CONTINUING EDUCATION SERVICES

Now you can upload your continuing education class attendance roster online. Simply go to the Board's website and select "Add Class Credits for CE Sponsors". This link will direct you to a secure site where you will then select the appropriate course and input your class roster enabling you to apply contact hours automatically for your continuing education course(s). NOTE: Dates, times and locations of courses may also be recorded online. Please record this information 60-days prior to class.

UPLOADING CLASS ROSTER & ATTENDANCE

You will need the following items:

1. User ID and Password (found on course approval letter)
2. Name of Approved Course
3. Number of Contact Hours
4. Student Last Name & Last 4 of SSN

Instructions:

1. Go to www.ncbeec.org
2. Select "Online Services".
3. Select "Login".
4. Add Password and ID and select Login.
5. Select "CE Course Entry".
6. Select the Course.
7. Enter the Course Date.
8. Enter the last name and last four digits of social security number of the students.
9. Click the Confirm Entries button. If any entries are in error, they will be re-displayed.
10. View all records to be processed.
11. If the students are correct, check and add entries.
12. After submitting entries you may want to print a session report of student entries for your office records.



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ADDING / UPDATING COURSE INFORMATION

You will need the following items:

1. User ID and Password (found on course approval letter)
2. Name of Approved Course
3. Number of Contact Hours
4. Student Last Name & Last 4 of SSN

Instructions:

1. Go to www.ncbeec.org
2. Select "Online Services"
3. Select "Login"
4. Add Password and ID and select Login
5. Select "CE Class Add"
6. Select the Course.
7. Enter the Course Date, Time and location of courses and click "Add".
8. You may correct information or cancel a course by Selecting "Ce Class Update"
9. You can review entries under "Find a Continuing Education Course/Provider" on the Boards home page at www.ncbeec.org.

If you have any questions about the use of our Continuing Education Online Service, please contact:

William A. Parris
Continuing Education & Examinations Manager
Telephone: (919) 733-9042 Ext. 203

Or

Robert C. Bisette
Administrative Program Assistant - Continuing Education & Licensing
Telephone: (919) 733-9042 Ext. 204