



# 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](http://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](http://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*



## ONLINE CONTINUING EDUCATION SERVICES

Now you can upload your continuing education class attendance roster online. You can now add attendees and 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.

### **LOGIN INSTRUCTIONS:**

1. Go to [www.ncbeec.org](http://www.ncbeec.org).
2. Select "CE Sponsor Entries" on the homepage; this will be a blue link listed under 'Continuing Education'.
3. You'll be redirected to the login page.
4. Add Password and ID and select Login.
  - a. User ID and password can be found on your course approval letter.
  - b. You may also retrieve your user ID and/or password by clicking "Forgot Password" and "Forgot User ID".
5. Once logged in, you will see your CE sponsor name listed at the top of your member page.

### **ADDING A NEW COURSE / NEW INSTRUCTOR:**

1. Login to your member page (see Login Instructions).
2. Click "CE Sponsor" located at the top of your member page.
3. Select "Add CE Course" or "Add CE Instructor".
4. Enter the information requested.
5. Your request will be sent to the Board for approval.

### **ADDING /EDITING CLASSES:**

1. Login to your member page (see Login Instructions).
2. Click "CE Sponsor" located at the top of your member page.
3. Select "View Courses – Add Classes" from the drop-down menu.
4. Find the appropriate course and click "Classes".
5. Select "Add Class" to add a new class.
6. Select "Edit" or "Attendees" next to existing classes to view/edit class details or view attendees.
7. You can also review entries under "Find a Continuing Education Course/Provider" on the Boards' homepage [www.ncbeec.org](http://www.ncbeec.org).



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### **UPLOADING CLASS ATTENDANCE**

You will need the following items:

- Class Information (class name, date/time, contact hours, etc.).
- Student Information:
  - Student's full name
  - Student's last 4 of SSN
  - Student's license number (if applicable)

Instructions:

1. Select "CE Sponsor" at the top of your member page.
2. Select "Record CE Credits – Add Class Attendee" from the drop-down menu.
3. Find the course and click "Select".
4. Enter the Course Date.
  - a. Date must be entered in the following format: MM/DD/YYYY (ex: 10/01/2019).
  - b. Class must be added to the course in order to input class attendance. To add a new class to a course, see "Adding/Editing Classes".
5. Class associated with the date entered will appear. Click the check box next to class to select.
6. Enter student information
7. Click "Search for Attendee" to add the student to the attendance list.
  - c. NOTE: By clicking "Search for Attendee", the student will be automatically added to the attendance list.
8. The attendees you've added will be displayed on the left of the screen.
9. You may also review recently added attendees by clicking "CE Sponsor" – "View Recently Added Class Attendance".

*If you have any questions about the use of our Continuing Education Online Service, contact our offices at (919) 733-9042.*