

Department of Labor and Industries
 Electrical Program
 PO Box 44460
 Olympia, WA 98504-4460
 www.Lni.wa.gov



ELECTRICAL EDUCATION COURSE APPLICATION

\$45.00 for each new course - submit 1 copy of all documents.

For Department Use Only

Course ID #

Notes: The completed application must be received at least 30 days before the course is offered.
 Incomplete applications will be denied.

CHECK ONE FOR COURSE DELIVERY METHOD

- CLASSROOM
- CORRESPONDENCE
- INTERNET

CHECK ONE FOR COURSE TYPE

- CODE UPDATE
- INDUSTRY RELATED
- RCW/WAC UPDATE
- ELECTRICAL BASIC CLASSROOM (exams and answers required)
- PUMPING INDUSTRY CLASSROOM (50% electrical, 50% pumping instruction)

COURSE	Course Title _____
	Hours of credit requested _____
	Open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No

SPONSOR	Name _____
	Address _____
	City _____ State _____ ZIP+4 _____
	Contact Person _____ Phone # _____
	Fax # _____ Email address _____
	Instructor(s) _____

COURSE OUTLINE

Attach a detailed description of the course content and description of training including specific electrical code articles referenced. Outline must support number of hours being requested.

LIST OF RESOURCES/MATERIALS/VISUAL AIDS

Including texts, references and copies of handouts.

INSTRUCTOR QUALIFICATIONS

Submit separate Electrical Education Instructor application #F500-090-000, with the required fee,
 (See WAC 296-46B-970)

COURSE CERTIFICATE OF COMPLETION & COURSE ROSTER

A sample copy of the completion certificate issued to the course participants, and sample copy of course completion roster.

CERTIFICATE OF COMPLETION REQUIREMENTS WAC 296-46B-970

Course Sponsor Name
Address
Phone #

Participant's Name _____
Electrical Trainee, Electrician, Administrator, or
Master Certificate # _____

Course Sponsor Name _____

Course Name/Title _____ Class Location _____

Date(s) of Class _____ Hours credited _____

Course Approval # _____ Instructor's Name: _____

Course Type: Code Update Industry Related RCW/WAC Update
 Electrical Basic Pumping
 Classroom Industry Classroom _____

Course Delivery Method: Correspondence Internet Classroom

ROSTER REQUIREMENTS WAC 296-46B-970

Within 7 days of completion date a list, of those successfully completing the course must be recorded in the online roster system using the Trades Education Roster Recording System. Course sponsors must provide the department with an accurate and typed course attendance/completion roster for each class given within 30 days of class completion. A printed copy of the roster entered in the online system will meet the printed roster requirement. Individuals will not be granted credit for educational classes unless the sponsor's attendance/completion roster shows they successfully completed the entire class.

This roster will be used as final evidence that an individual completed the class, only those receiving full credit should be reported to the department. The roster must include the following:

- Name of Individual
- Washington Electrician, Administrator or Master Electrician certificate number
- Course Name
- Course Approval Number
- Date of Completion
- Location of Course
- Course Sponsor (name and address)
- Instructors name
- Signature of Course sponsor's authorized representative