



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

STEVEN H. HILFINGER
DIRECTOR

TO: All Code Update Course Providers

SUBJECT: Requirements for the 2008 Code Update Course Approvals

Upon completion of the update course the course provider must submit to the Electrical Division:

1. The instructor will be required to provide the original completed program roster. The roster is required to be mailed to our office within 10 business days of the program conclusion. Retain a copy of the roster for your records.
2. A completed roster must include the name, license number(s), initials, dates and the total hours. Licensees must complete all 15 hours to receive credit.
3. Please use master, journey, fire alarm specialty technician, and sign specialist numbers on the rosters, as contractor's license does not require a course to renew their license.
4. Instructor's must use the rosters provided by the State of Michigan or a roster approved by the Electrical Administrative Board.
5. The instructor's signature must appear on all pages of the roster certifying the licensee has completed the course.
6. Internet and correspondence course providers using a proctored exam as the method of verification of completion of an approved code update course must complete the proctor verification section on the roster. Exams must be delivered to the proctor from the course provider and returned to course provider directly from the proctor. Student must not be in possession of exam material without proctor present.
7. Any improper or incomplete roster will be returned to you for completion.
8. Certificates issued to class attendees must contain the following information: course approval number, course provider information, date certificate was issued, Students name, address, license number, Instructors signature certifying that the licensee completed the course in accordance with PA 217 of 1956 and the Electrical Administrative Board General Rules.
9. Provide the original completed certificate to the licensee. Retain a copy for your records. Do not send a copy of the certificate to the Electrical Division. You have access to download the form for the code update roster or sample certificate of completion from our website at www.michigan.gov/bcc.

Providing for Michigan's Safety in the Built Environment

BUREAU OF CONSTRUCTION CODES
P.O. BOX 30254 • LANSING, MICHIGAN 48909
Telephone (517) 241-9320 • Fax (517) 241-9308
www.michigan.gov/dleg

LARA is an equal opportunity employer/program.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Electrical Code Update Course Application/Approval
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Electrical Division
P.O. Box 30254, Lansing, MI 48909
Telephone: 517-241-9320
www.michigan.gov/bcc

Authority: 1956 PA 217 Completion: Mandatory Penalty: Course will not be approved	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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OFFICE USE ONLY

COURSE APPROVAL NUMBER	PERIOD OF APPROVAL	DATE OF APPROVAL
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Instructions: A provider of a code update course must apply for approval by doing the following:

- Complete the lower half of this application. Type or print in ink. **Note signature requirements.**
- Attach to the application:
 - A copy of the teaching outline for the program.
 - A description of the criteria used to identify program participants who successfully complete the course.
 - The number of contact hours required to complete the course. A course for master and journeyman electricians and fire alarm specialty technicians shall consist of not less than 15 hours of instructions; a course for sign specialists shall consist of not less than 8 hours of instruction.
 - Internet and correspondence course applicants must indicate how completion of the update course is verified. Verification may be by internet security, proctored examination, or other means approved by the Electrical Administrative Board.
- Mail completed application and required documents to the address listed above.

Course Information

TYPE OF COURSE PROVIDED <input type="checkbox"/> Classes / Seminar <input type="checkbox"/> Correspondence <input type="checkbox"/> Internet	NUMBER OF CONTACT HOURS
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Applicant Information

APPLICANT NAME / CONTACT PERSON		TELEPHONE NUMBER (Include Area Code)	
ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

Applicant Certification and Signature

I certify the information provided is true and accurate to the best of my ability. I further understand falsification of any statement is cause for rejection of application or revocation of course approval, if issued.	
APPLICANT'S SIGNATURE	DATE

Instructor Information and Signature

INSTRUCTOR NAME	INSTRUCTOR'S SIGNATURE	LICENSE NUMBER
QUALIFICATIONS (IF NOT LICENSED AS A MASTER OR JOURNEYMAN ELECTRICIAN) Attach appropriate documentation		