



# Electrical Education Course Application

**\$51.30 for each new course - submit 1 copy of all documents.**

**For Department Use Only**

**Course ID #**

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

**COURSE TYPE (check one)**

- Electrical
- Electrical Basic Classroom (Trainee courses - exams and answers required)
- Pumping Industry (50% electrical, 50% pumping instruction)

**COURSE DELIVERY METHOD (check one)**

- Classroom
- Correspondence
- Internet

**CREDIT TYPE (check one)**

- Code Update
- RCW/WAC Update
- Industry Related

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

**Are you an approved sponsor? If yes: sponsor ID \_\_\_\_\_**

<b>SPONSOR</b>	Name _____
	Address _____
	City _____ State _____ ZIP+4 _____
	Contact Person _____
	Phone # _____ Fax # _____
	Email address _____ Web 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.

# SAMPLE PAGE

## 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       Electrical                       Electrical Basic Classroom       Pumping Industry

Course Credit       Code Update                       RCW/WAC Update                       Industry Related

Course Delivery Method:       Correspondence                       Internet                       Classroom

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### 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