



Montana State Electrical Board

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ELE CE COURSE APPLICATION - REQUIRED DOCUMENTATION

- ☐ A timed outline or syllabus.
 - a. Curricula of courses shall address NEC updates or other subjects related to the electrical industry.
 - b. Outline or syllabus must include specific code article references.
 - c. Courses must be in 4-hour increments.
 - d. Basic electric courses or apprentice-type courses will not be approved.
- ☐ Documentation for each instructor showing they meet the credentialing requirements under board rule.
- ☐ A sample certificate of completion which includes the date and title of course, name of person completing the course, the State Electrical Board approval number, and a breakdown of the code/industry hours awarded.

ADDITIONAL INFORMATION

1. Incomplete applications will not be reviewed.
2. Refunds will not be issued for incomplete or denied applications.
3. For further information regarding CE provider and course approvals see the board's continuing education administrative rule - [24.141.2102](#).
4. Board approvals expire on August 1 of each license renewal year (even-numbered year).
5. Once a course is approved, a provider is required to upload rosters of attendance by Montana licensees at <https://ebiz.mt.gov/pol>.