THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

State of Alaska
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550
Email: *license@alaska.gov*
Website: *ProfessionalLicense.Alaska.Gov*

Continuing Education Course Approval Application

Application Type:	☐ New Application ☐ Recertify Course Number: _____

☐ Mechanical Administrator
☐ Plumber Journeyman (Department of Labor and Workforce Development)
☐ Electrical Administrator or Electrical Journeyman (Department of Labor and Workforce Development)

Course Title:				
Course Sponsor:				
Mailing Address:	Address:	City:	State:	Zip Code:
Contact Person:	First Name:	Middle Name:	Last Name:	
Contact Phone:	(☐☐☐) ☐☐☐ – ☐☐☐☐			
Email Address:				
Course Website:				

Course Locations(s):	
Course Instructor(s):	
Course Date(s):	

☐ Online ☐ Classroom ☐ Correspondence		DOL APPROVAL STAMP
Number of contact hours requesting approval for:		

☐ International Mechanical Code (IMC) — 2012 or later edition	Hours:	
☐ Uniform Plumbing Code (UPC) — 2018 edition or later edition	Hours:	
☐ National Electrical Code (NEC) — 2017 edition or later edition	Hours:	
☐ National Electrical Safety Code (NESC) — 2017 or later edition	Hours:	
☐ "Industry Related" for Journeyman Electricians only	Hours:	
☐ "Industry Related" for Journeyman Plumbers only	Hours:	

Applicant's Signature: _____ **Date:** _____

Required Attachments (required for new and recertifying courses)

Arrange the attachments in the order listed below:

1. Course outline, including sample handouts and text material.
   (Do not submit complete course including, books, videos and DVDs)
2. Quiz and test questions for internet and correspondence based courses.
3. Scheduled offering (dates and locations).
4. Instructor resume(s).
5. Explanation of attendance policy and provision for class make-up.
6. Attendance record form.
7. Sample of Certificate of Completion.
8. Correspondence provisions, if applicable.