



ELEVATOR CONTINUING EDUCATION COURSE APPLICATION

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.
- Training courses will be approved for a two year period.

CHECK ONE FOR COURSE DELIVERY METHOD

- CLASSROOM
- SEMINARS
- LABOR TRAINING PROGRAM

CHECK ONE FOR COURSE TYPE

- CODE UPDATE
- INDUSTRY RELATED
- RCW/WAC UPDATE
- ELEVATOR SAFETY

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

SPONSOR	Name _____	UBI#	
	Address _____		
	City _____	State _____	Zip _____
	Contact Person _____	Phone # _____	
	Fax # _____	Email address _____	
	Instructor(s) _____		

COURSE OUTLINE WAC 296-96-00916

- (e)
- (i) A general description of the course, including its scope, the instructional materials to be used and the instructional methods to be followed;
 - (ii) A detailed course outline;
 - (iii) The name and qualifications of the course instructor(s); use form provided F621-078-000
 - (iv) The locations where the course will be taught;
 - (v) The days and hours of the course will be offered; and
 - (vi) The specific fees associated with the courses, as well as, the total cost of the course to each attendee.

Course Provider Responsibilities

(g) It is the responsible of the provider to annually review and update its courses and to notify the department of any changes.

(h) The department may withdraw its approval of any training course if it determines the provider is no longer in compliance with the requirements of this chapter. If the department withdraws its approval of the training course, it will give the provider written notice notification of the withdrawal, specifying the reasons for the decision.

(i) Approved training providers must keep uniform records, for a period of ten years, of attendance of licensees and these records must be available for inspection by the department at its request. The provider must submit a list of the names of the attendees to the department on or before thirty days after the date of the course being held. Approved training providers are responsible for the security of all attendance records and certificate of completion. Falsifying or knowingly allowing another to falsify attendance records or certificate of completion constitutes grounds for suspension or revocation of the approval required under this section.

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

I certify under penalty of perjury that the information on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the licensing process.

Date	Applicant's Signature
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Office Use only

Date	Name	<input type="checkbox"/> Approve	Refund Needed
		<input type="checkbox"/> Deny	<input type="checkbox"/> Yes <input type="checkbox"/> No