

Notice to Continuing Education Providers

Effective 4/19/2022

Course Approvals

All classes must be approved prior to the date of the 1st class. If the class is given more than once, then the provider and class number will be followed by the date; written as a six-digit number with no spaces or hyphens (010622).

Your approved classes will be good for the two-year licensing period. Currently, this period is 2021 – 2022 and the classes will need to be renewed 1/1/2023.

To request approval of a course, find the form on our website:

<https://electrical.nebraska.gov/educational-provider-information-and-forms>

Download the form, fill the application out, save the form to your computer, then email it to Director Craig Thelen at Craig.Thelen@nebraska.gov

(Please do not fax or mail the forms).

Course Rosters

You are required to submit class rosters within 30 days after the class has been given. Please use this roster template marked “Do Not Alter” on our website:

[https://electrical.nebraska.gov/sites/electrical.nebraska.gov/files/doc/DO NOT Alter this list 0 1 0.xlsx](https://electrical.nebraska.gov/sites/electrical.nebraska.gov/files/doc/DO_NOT_Alter_this_list_0_1_0.xlsx)

Follow these instructions for each column in the template:

PLEASE DO NOT ADD ANY OTHER COLUMNS, HEADINGS, OUTLINES, or BOLD TEXT TO THIS SHEET!

A and B are for the first and last name of the licensee. If the licensee has two active licenses, only record the information for the highest, active license. The credits will be applied to all the licensee’s active licenses.

C is for the license number. Numbers only. (Do not put an letters A, RW, JA, EC).

D is the Course Date and must be entered as a date (1/6/22, 06/06/22, or 1-6-2022 for example). For multiple day events, enter only the last date.

E is the course name which can be letters, numbers or both.

F is the Code hours. Enter a number (0, 1, 2 etc.) DO NOT LEAVE BLANK.

G is Non-code hours. Enter a number (0, 1, 2 etc.) DO NOT LEAVE BLANK.

EXAMPLE:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	First	Last	License N°	Course Da	Course N°	Code Hou	Non-Code	Hours	YOU NEED TO MAKE SURE ALL CELLS ARE FILLED OUT (A THROUGH G)													
2	mike	bouwens	3	1/6/2022	test	12	0															
3																						

You can put multiple classes on one roster, but don't skip a line between rosters. Do not add any additional headings or titles to the rosters.

After you have entered the data, choose "Save as" and name it, using your provider number and date of the class. Example 22-006-test-1/6/22 or 22-006-test-1622.

This should be saved as an excel file.

Send the file to: maggie.hoke@nebraska.gov;sed.officestaff@nebraska.gov

If these rosters are not filled out correctly, they will be returned.

During renewal year, rosters need to be uploaded prior to October 15.

Be sure to provide your students with course certificates. At the time of renewal, all students should upload the course certificates along with their renewal application, per state law. Their uploaded certificate will take the place of an end of the year roster. Please do not call and do not instruct students to call to verify hours, rather, they should upload the certificates along with their renewal application.

Thank you for your help in this matter.