Washington State Department of Labor & Industries

Electrical Education Course Application

Electrical Licensing & Certification
PO Box 44460
Olympia WA 98504-4460

www.Lni.wa.gov/Electrical

For Dept. Use Only
Course ID #:

Fee: $60.10 for each new course — submit 1 copy of all documents.

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

Course Type (Pick One)
☐ Electrical
☐ Electrical Basic Classroom (trainee courses — exams and answers required)
☐ Pumping Industry (50% electrical, 50% pumping instructions)

Course Delivery Method (Pick One)	**Credit Type (Pick One)**
☐ Classroom	☐ Code Update
☐ Correspondence	☐ RCW/WAC Update
☐ Internet	☐ Industry Related
	☐ First Aid/CPR

Course	
Course Title	
Hours of Credit Requested	Do you want this class visible to the public? ☐ Yes ☐ No

Are you an approved sponsor?   ☐ Yes   ☐ No   If "Yes", enter your sponsor ID: _____

Sponsor — Course Sponsor		
Name		
Address		
City	State	Zip Code
Contact Person		
Phone Number	Fax Number	
Email Address	Web Address	
Instructor(s)		

Hourly Course Outline
Attach a detailed description of the course content and description of training including specific electrical code articles referenced. Include list of resources, materials, visual aids, text reference, and copies of handouts. Hourly outline must support the number of hours being requested.

Instructor Qualifications
All instructors must meet qualification outlined in WAC 296-46B-970 (5). If an instructor has never been approved or was last approved more than 3 years ago, they are not an approved instructor. To become an approved instructor, they must submit an Electrical Education Instructor Application (F500-090-000) and the application fee. First Aid/CPR instructors are not required to submit instructor applications, no instructor approval is necessary. First Aid/CPR instructors must submit a copy of their First Aid/CPR instructor card with course application.

Course Roster
Statement that you have read and understand the roster reporting requirements for course sponsors provided with the course application.

Roster Reporting Requirements for Course Sponsors — WAC 296-46B-970
Roster entries for each student must be completed by the course sponsor with 7 days of the student's course completion date. The course completion date is the date the student completed the course. Course sponsors must record and submit course rosters using the Trades Education Roster Recording System (TERRS).

TERRS rosters and the course sponsor's supporting documentation are evidence that an individual completed the class, only those receiving full credit are to be reported to the department. Failure to comply with the requirements of WAC 296-46B-970 may result in revocation of class and/or instructor approval, and civil penalties.

By submitting a roster, the course sponsor:

- Certifies that all those named were engaged in interactive distance learning or learning course content in a classroom with an instructor for not less than the number of hours for which they are credited, or have made at least a 75% passing score if course credit is based on question count.

- Certifies that all those named took and passed the exam with a score of at least 75% as required by WAC 296-46B-970. Exam required for all Basic Classroom courses.

- Certifies that the course (as identified by the course identification number) was delivered as depicted in the course materials submitted to department.

- Certifies they have retained documentation independent of any TERRS roster of all enrollments and course completions.

- TERRs Guide: www.Lni.wa.gov/Licensing-Permits/_docs/TerrsInstructions.pdf