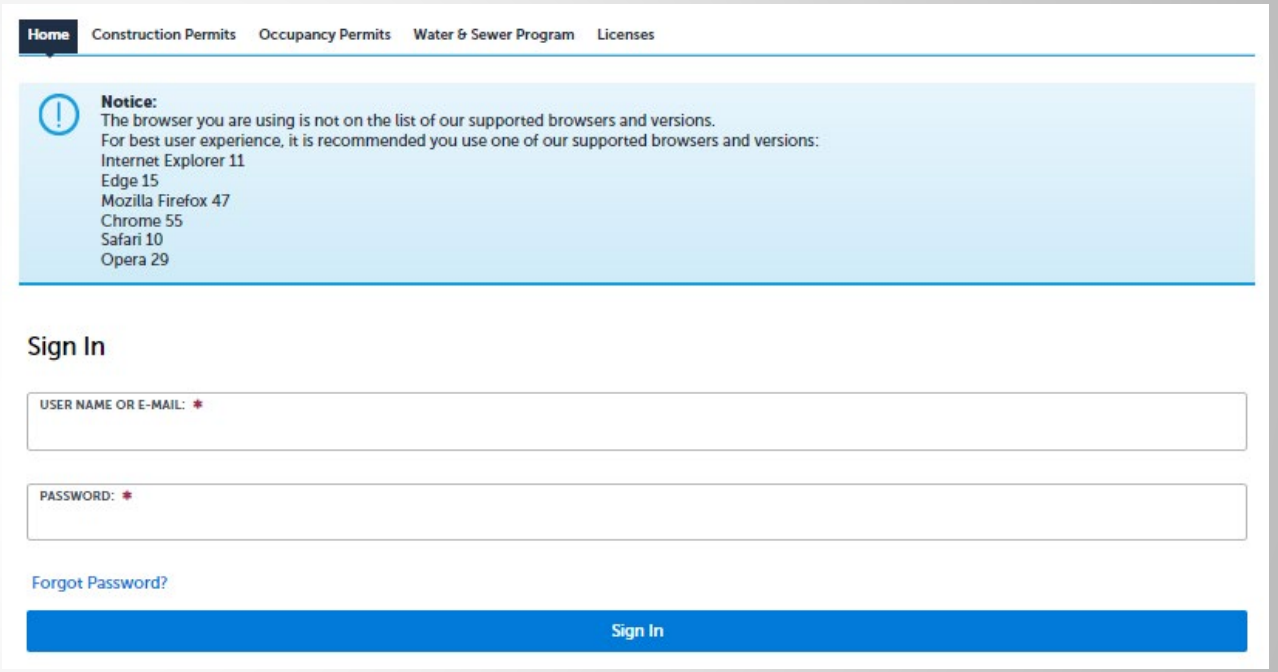
SAINT LOUIS COUNTY
Transportation and Public Works

How To Apply as Sponsor - Course Request

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create A Continuing Education Sponsor Course Request

- Before beginning, ensure you have all information and documentation that is needed
- Let's review the options and what is needed for each

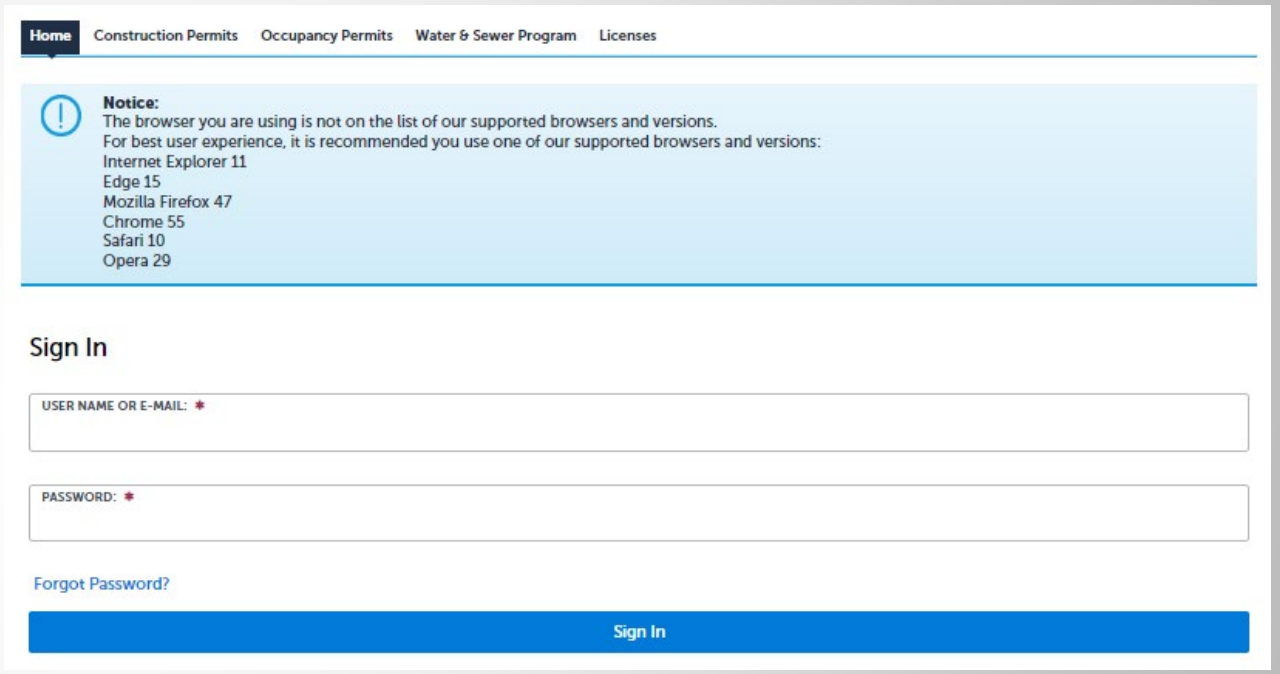


There are several options to choose. Each option requires the following documents.

- ❑ Teaching Outline
- ❑ Course Content
- ❑ Supporting Material (optional)

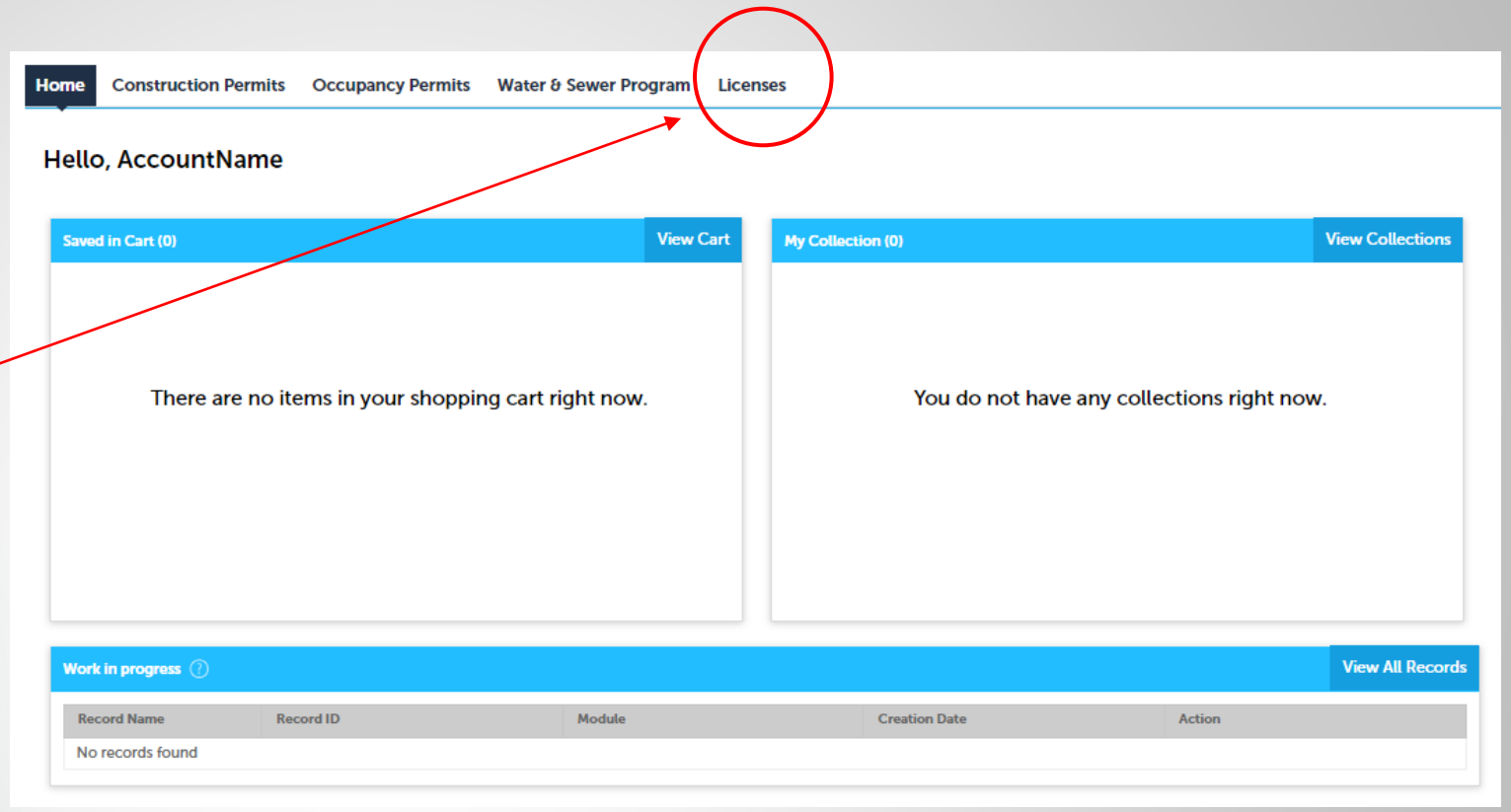
Sponsor Course Request - General

Sign on the licensing portal with user account you have previously created.



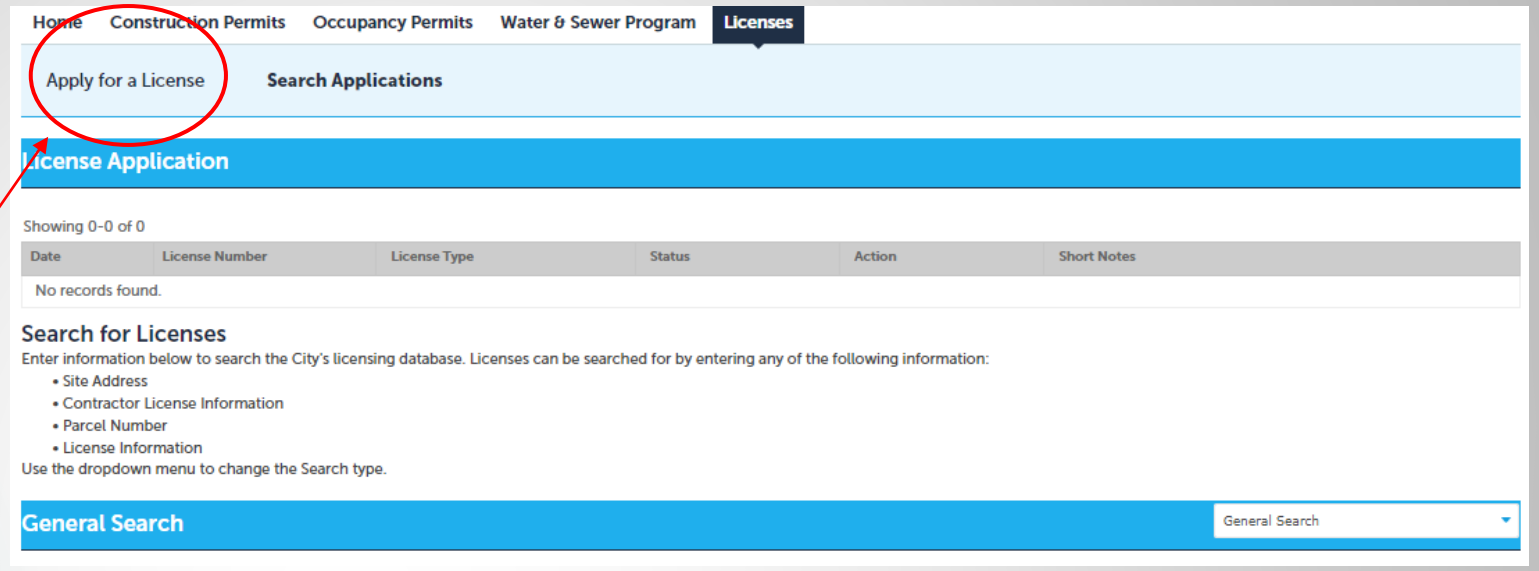
Sponsor Course Request - General

Select the ‘Licenses’ tab



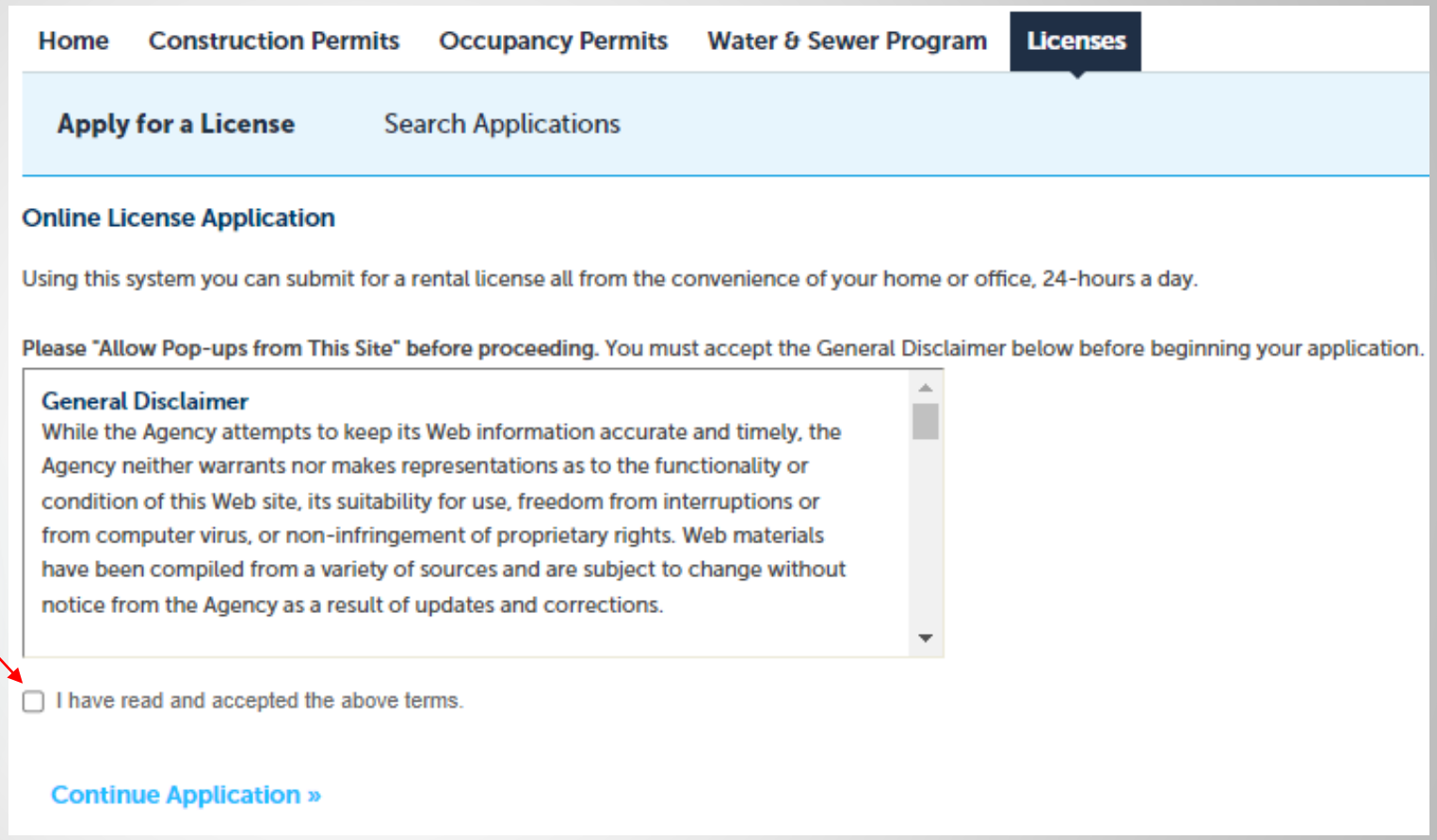
Sponsor Course Request - General

Apply for a license



Sponsor Sponsor Course Request - General

Review disclaimer then check box to accept terms, then continue application



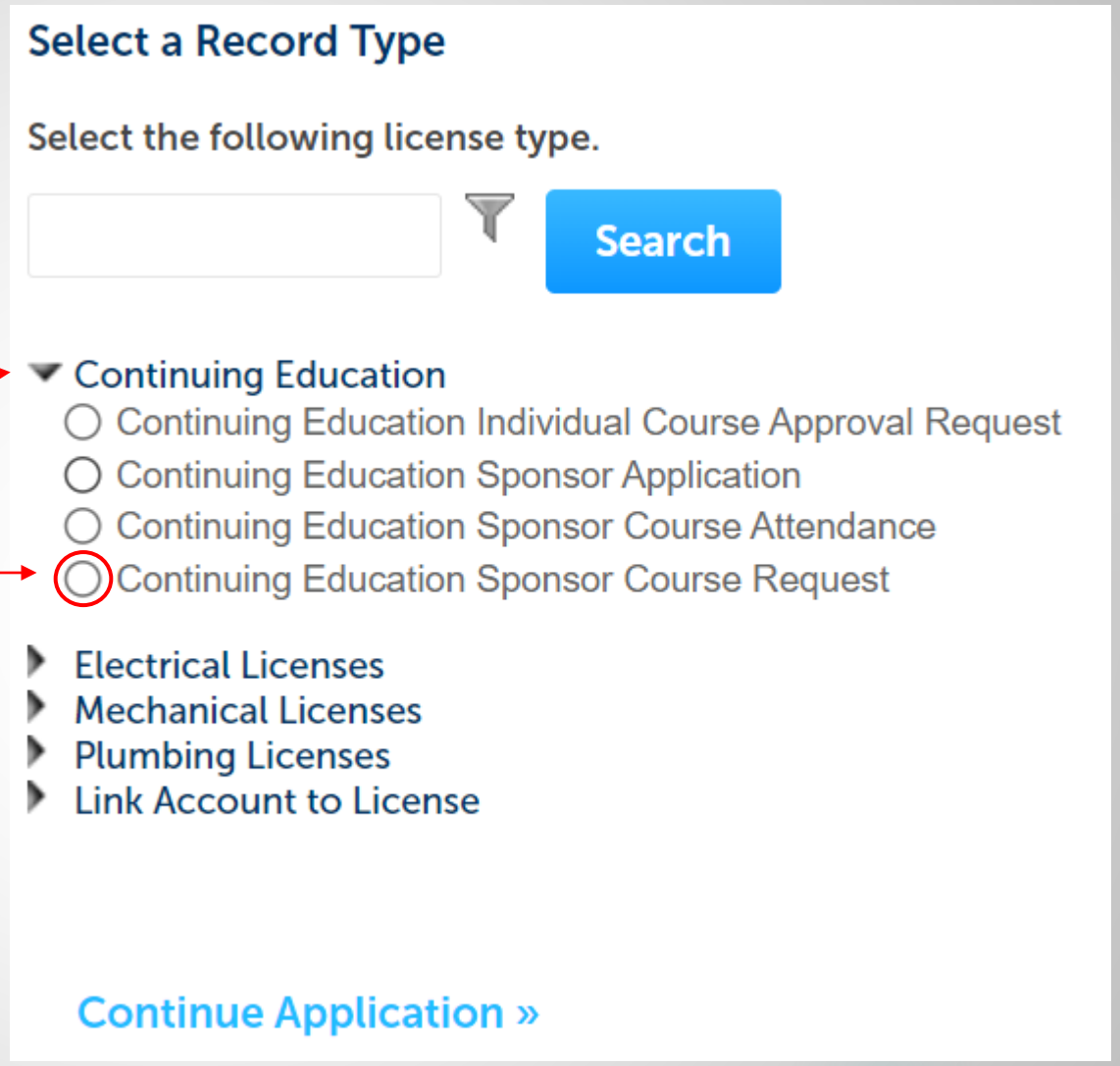
Sponsor Course Request - General

Select

Continuing Education

Continuing Education
Sponsor Course Request

Continue Application

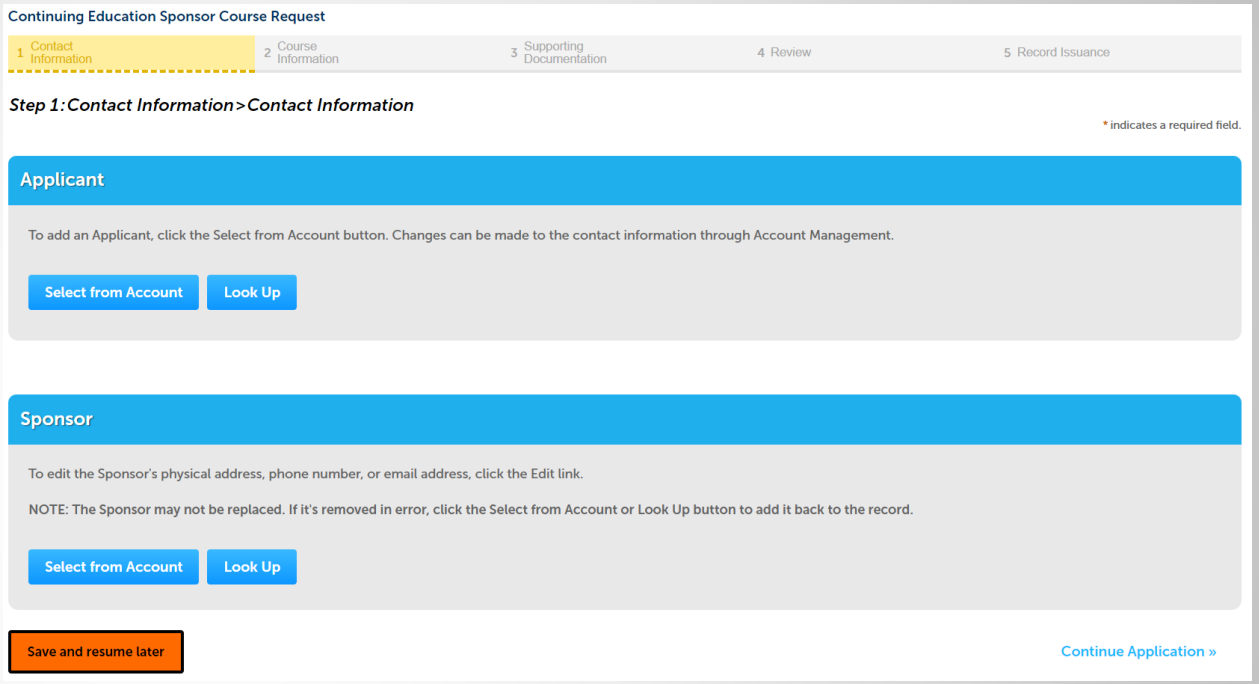


Sponsor Course Request – Step 1

Applicant –
Click 'Select from Account' button, click on record then continue

Sponsor –
Click 'Select from Account' button to add information

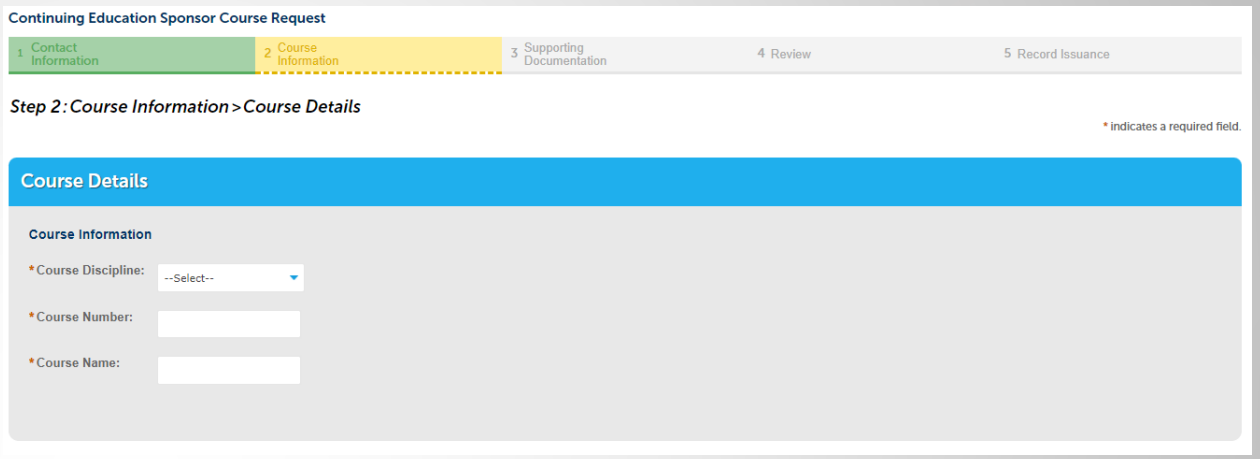
Continue Application



Sponsor Course Request – Step 2

Course Discipline –
- ❑ Mechanical
- ❑ Plumbing

Enter Course Number and Course Name

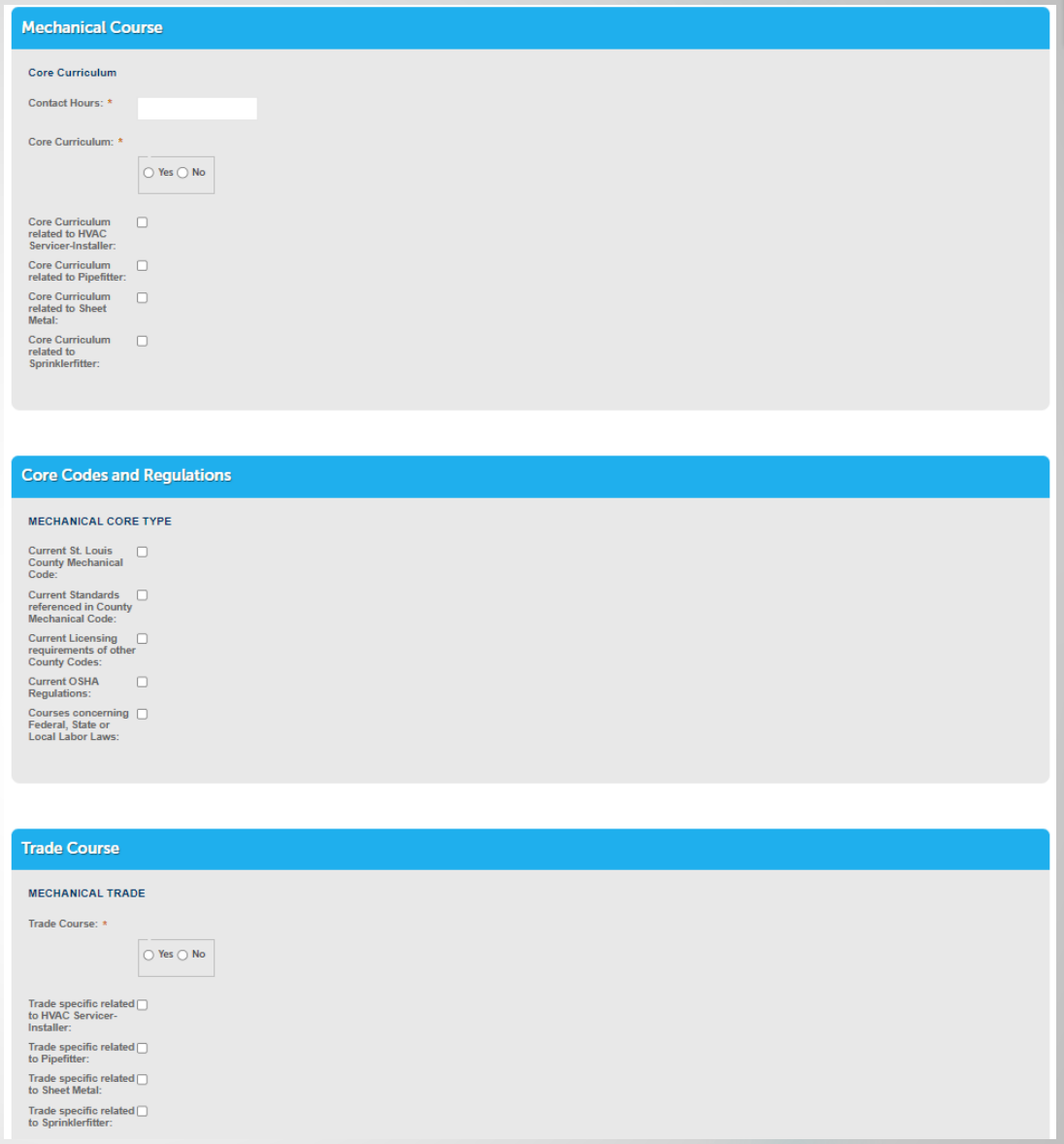


Sponsor Course Request – Step 2 continued

Mechanical Course –

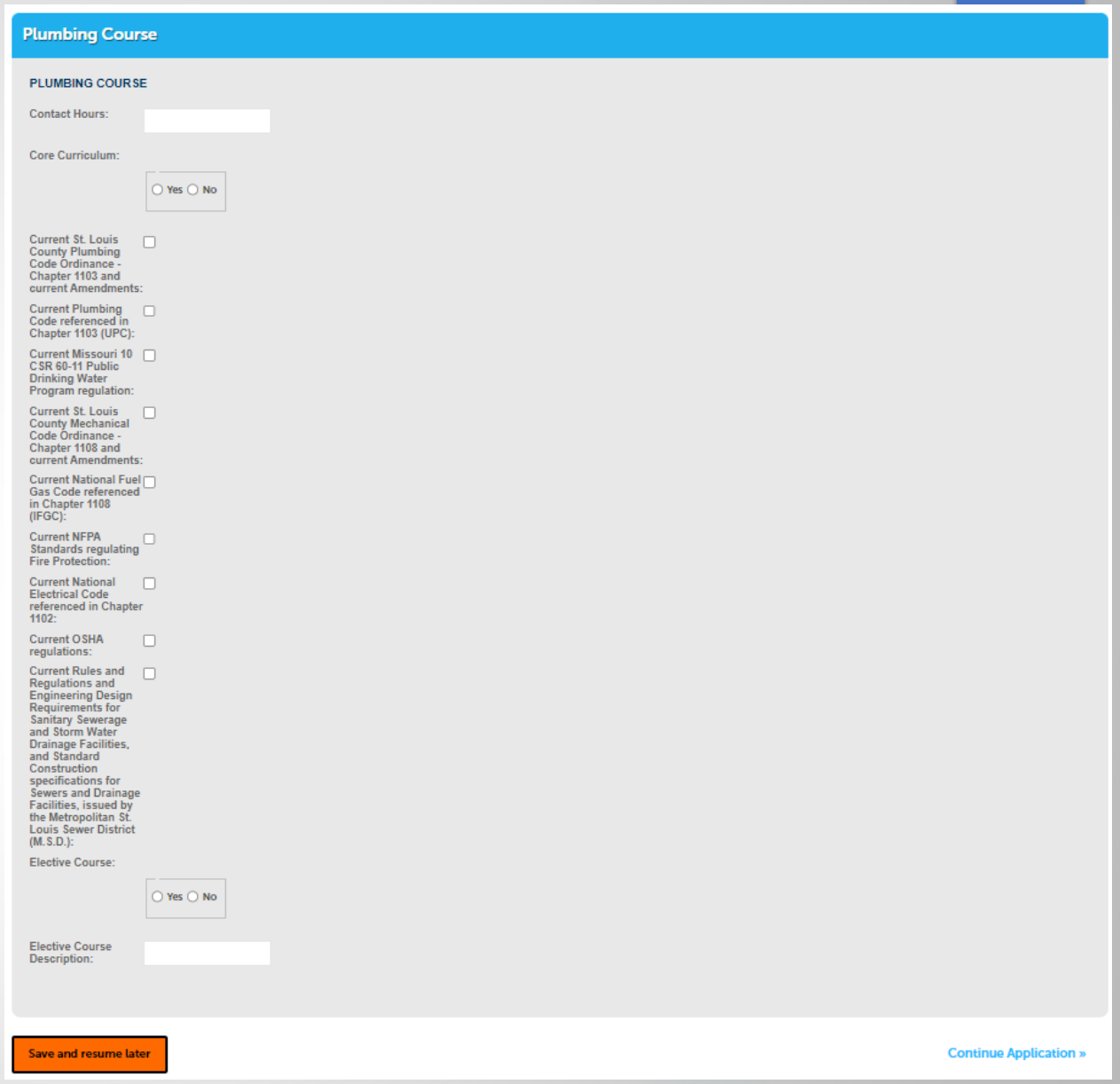
Core Codes and Regulation -

Trade Course -



Sponsor Course Request – Step 2 continued

Plumbing Course –

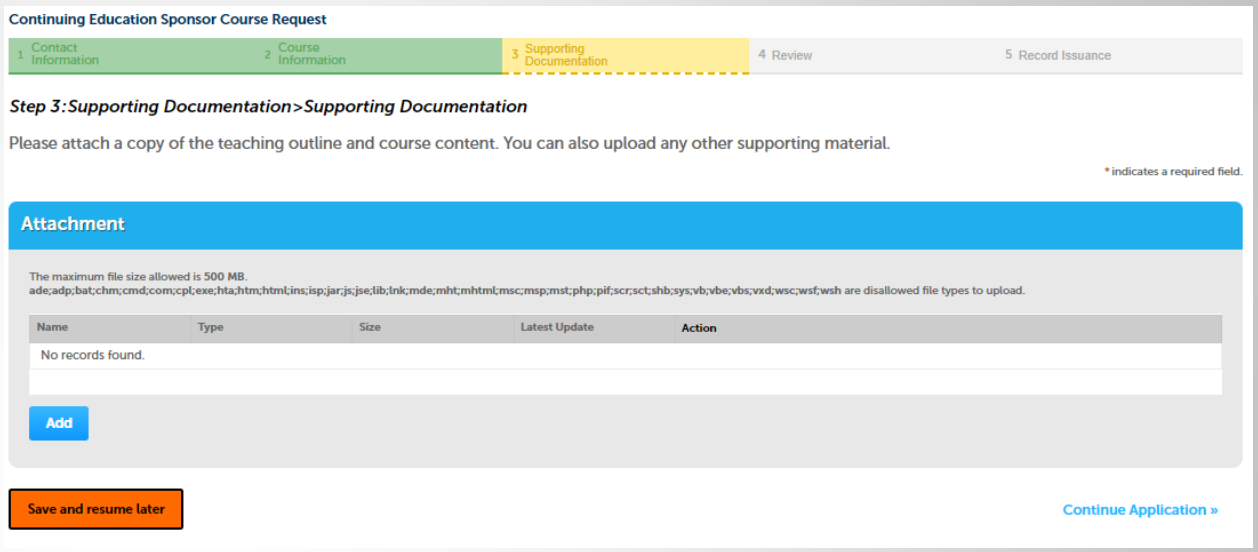


Sponsor Course Request – Step 3

Supporting documentation

Option selected in previous step dictates document requirements, was also addressed in the beginning of presentation

Click add to start uploading

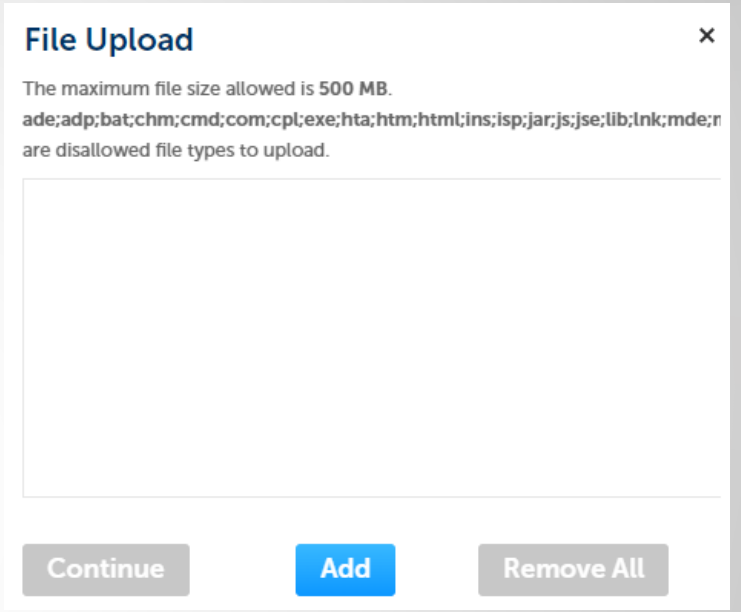


Sponsor Course Request – Step 3 continued

Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue



Sponsor Course Request – Step 3 continued

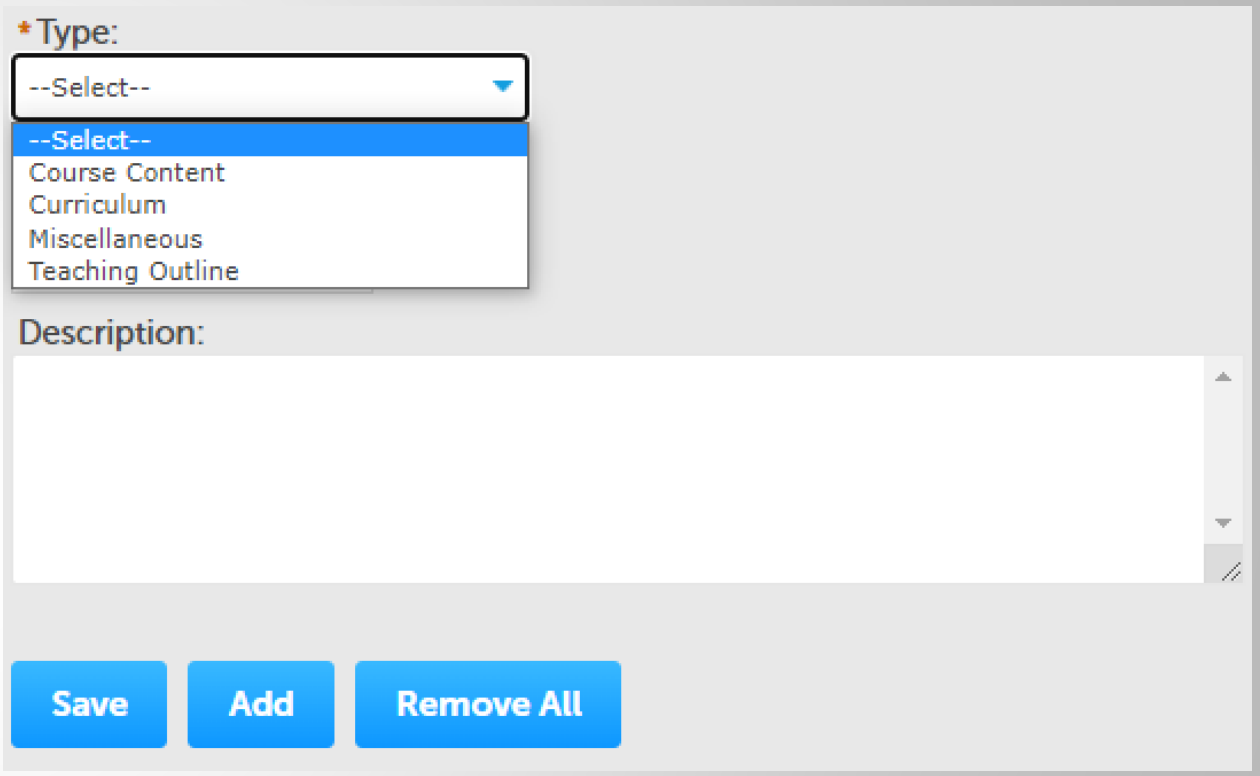
Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until all files are uploaded

Once completed select save, then continue application (not pictured)

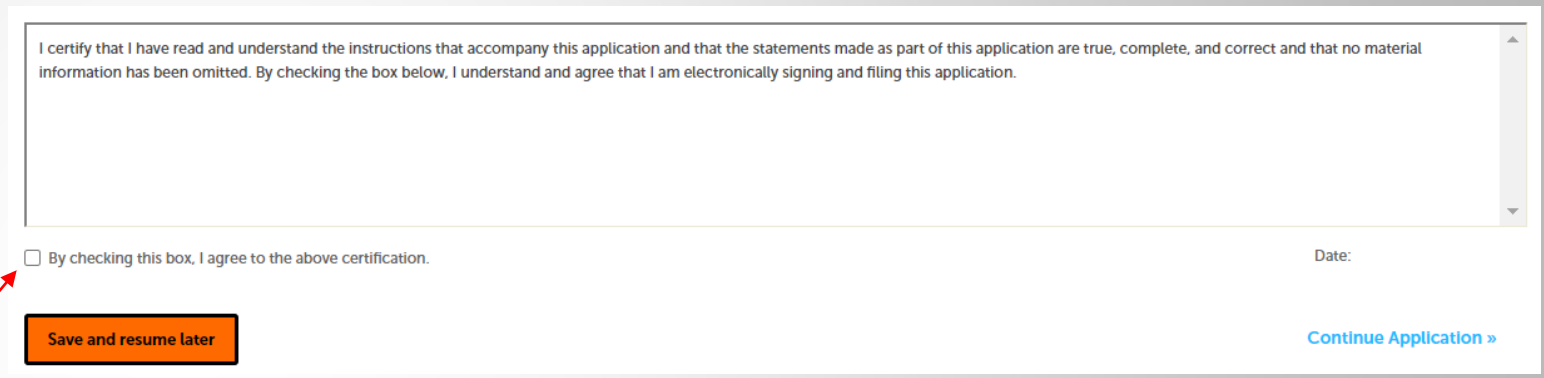


Sponsor Course Request – Step 4

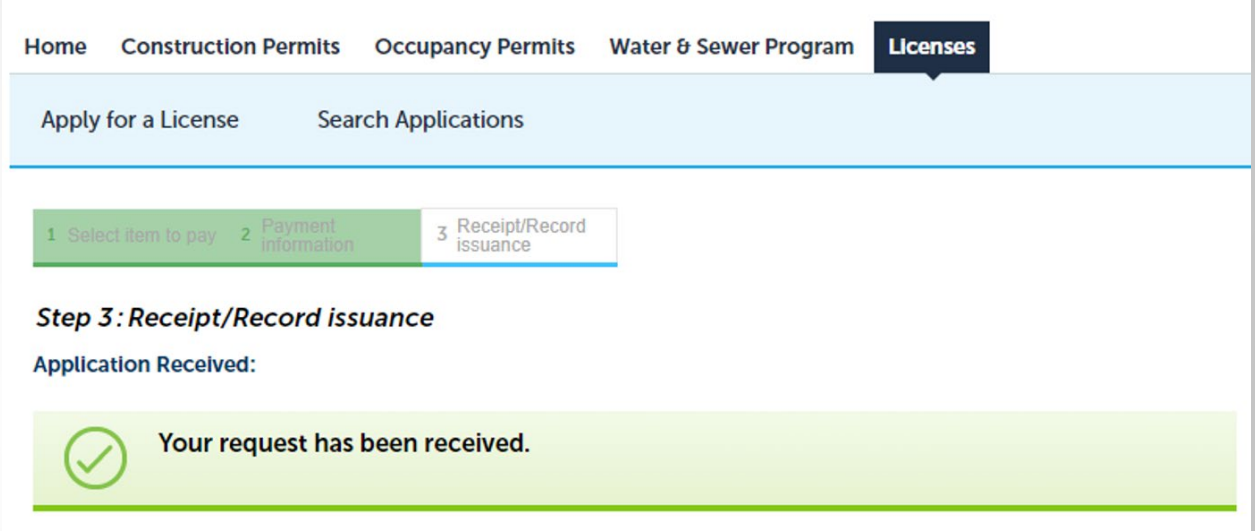
Review

Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

Click on box & continue application



Sponsor Course Request – Step 5

Confirmation

You will receive emails notifying you of your application status as it is processed.