

Board of Examiners for Mechanical Licensing
Department of Public Works, 41 S. Central, St. Louis, MO,
63105 Sponsor Application
For Continuing Education

Sponsor Name: _____

Sponsor Number: Fed ID Number: _____

Address/City/State/Zip: _____

Telephone _____

Fax _____

Sponsor's business organization:

_____ University/college/school

_____ Partnership

_____ Trade Union School

_____ Other public institution

_____ Corporation

_____ Contractor Organization

_____ Individual proprietorship

_____ Association

_____ Manufacturer / Supplier

If sponsor is an individual proprietor, give proprietor's name and address if different from above:

Proprietor's Name

Address

Name of person responsible to the Board for conduct of the continuing education program, record keeping and reporting:

Please read the following carefully before signing this application.

1. I/we understand that all sponsors who are required to submit courses for approval pursuant to Section 3 of the Rules for Continuing Education Requirements must submit applications for course approval at least ninety days prior to the date the course is expected to be offered or April 1, 1999, whichever is later.
2. I/we understand that no part of any continuing education course shall be used to solicit membership in any organization, to recruit licensees for affiliations with any organization, or to advertise the merits of any organization.
3. I/we understand that all courses shall be at least one hour in duration, and that an hour is a 60-minute hour during which a 10-minute break may be given.
4. I/we understand that all courses shall present current and accurate code related knowledge and that the goal of continuing education is public protection.
5. I/we understand that, in the event a substantive change in curriculum is planned, the sponsor must file a revised course application and outline, at least 30 days in advance of a course offering. Written approval must be obtained before implementing the change.
6. I/we understand that sponsor responsibilities include:
 - A. Issuing a certificate of completion (Form C or D), in person at the end of the class, to each person who has met the attendance requirement in accordance with Section 1;
 - B. Submitting a correct and complete roster of attendance (Form E) to the Board; within 10 days of course completion;
 - C. Maintaining all records of attendance and certification for four (4) years and supplying duplicate certificates when requested by licensees for a nominal charge not to exceed cost;

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D. For all classes of more than 25 persons, supplying a person other than the instructor to keep attendance, distribute certificates and maintain acceptable standards in the physical surroundings.

7. I/we understand that all courses are subject to investigation by visitation, mailed surveys and conferences with sponsors and instructors. I/we also understand that the Board may deny, revoke, suspend or place on probation the approval of a sponsor if at any time the sponsor does not comply with the regulation governing continuing education.

Continuing education administrators must submit this application to the Board along with course applications (Form B). File this form only once.

Signature of Administrator

Date

State of _____)

County of _____)

I, the undersigned, a Notary Public, certify that on this _____ day of _____, 20 _____,

personally appeared before me _____ who, being by me first duly sworn, declared that all the information contained in the foregoing Sponsor Application for Continuing Education is true to the best of his/her knowledge and belief.

Notary Public

(SEAL)
My commission expires: