



St. Louis County  
Board of Examiners  
For  
Mechanical Licensing  
RULE

**Mechanical Licensing Board**

**Rule Number: III**

**Effective: August 27, 2002**

**Continuing Education Requirements for Renewal of Journeyman License**

**Section 1: Requirements**

1. The provisions of Section 101A.3.2 ¶ 5 of the Mechanical Code concerning renewal of Journeyman licenses state the following:

*“Effective January 1, 2003, all licensed Journeymen seeking renewal shall furnish proof of twelve (12) Professional Education Units (24 hours) received within the last three (3) years on the then current Mechanical Code or accepted practices in the performance of work covered by the then current Mechanical Code or equivalent proof of maintaining and improving Journeyman work skills as determined and approved by the Board. Said proof shall be provided at the time of renewal. There may be a carryover of four (4) Professional Education Units (8 hours) in excess of the required hours to the next license cycle.”*

It is the intent of these Rules to establish the criteria and process by which the above provisions of the Mechanical Code will be enforced.

2. **Definitions.**

**A. Professional Education Unit (PEU).** The standard unit required by Section 101A.3.2 ¶5 of the Mechanical Code, to satisfy Continuing Education Requirements. Two (2) *nominal contact hours* of instruction or presentation is equal to one (1) *PEU*, and is the common denominator for other units of credit.

*PEU's* can be awarded in fractional units (e.g.  $\frac{1}{2}$ *PEU* for 1 Hr session).

**B. A nominal contact hour** is defined as sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction and no more than ten (10) minutes of which shall be devoted to a recess.

**C. Continuing Education Unit (CEU).** One (1) *CEU*, which is the unit customarily used for continuing education courses, is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. *CEU's* are awarded by an independent organization to sponsors who are willing to undergo a peer review of their practices and make a continuing commitment to adhere to the *Continuing Education Unit* Criteria and Guidelines for quality continuing education and training. One (1) *CEU* is equal to five (5) *PEU's*.

- D. College credit.** A unit awarded by an accredited college or university for semester hour or partial semester hour not also granting *CEU*. One (1) semester hour of college credit for courses whose content meet the criteria of this rule is equal to five (5) *PEU's* .
- E. Sponsor.** An individual, organization, association, institution or other entity which provides an educational activity for the purpose of fulfilling the professional development requirements of the board.
- F. Board.** The Board of Examiners for Mechanical Licensing.
- G. Board approval.** Approval by the *Board*, or their designee, of any submittal. Any submittal rejected by the designee will automatically be reviewed by the *Board* at the next regular meeting.
- H. Active years of license .** An active license held during any three (3) year period.
- I. Instructor.** A person who is determined by the *Board* as qualified to instruct courses resulting in the awarding of *PEU's*.
3. A minimum of three (3) *PEU's* of the required twelve (12) *PEU's* of instruction approved for continuing education credit shall consist of courses which shall cover instruction on the St. Louis County Mechanical Code, Standards referenced in the County Mechanical Code, licensing requirements of other County Codes, OSHA regulations or courses covering Federal, State or Local Labor Laws. These *PEU's* shall be known as the "Core Curriculum". A minimum of three (3) *PEU's* of the twelve (12) *PEU's* of instruction shall consist of courses, which cover instruction on subjects that address significant differentiating factors related to the specific work involved in the type of license being renewed. These *PEU's* shall be known as the "Trade Specific Curriculum".
4. Individual licensees may receive continuing education credit for classroom courses taken in Missouri or another state, as well as approved correspondence courses, which have not been previously submitted by the sponsor for approval, provided course content, instructor qualifications and course administration are acceptable to the *Board*. Applications for non pre-approved course credit must be on a form prescribed by the *Board* and must be submitted a minimum of six (6) months prior to expiration of the applicable license.
5. All such activities as described above must be pertinent to subjects included in *Board* approved examinations, or the current Mechanical Code. Professional education activities which may be considered by the *Board* to be relevant to the requirements of the Mechanical Code, and may satisfy these requirements shall include, but shall not be limited to:
- A. Successfully completing college or university courses;

- B. Successfully completing courses which are awarded *CEU(s)*;
  - C. Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house courses which are awarded *PEU* credit by the *Board*;
  - D. Attending program presentations at related technical or professional meetings which are awarded *PEU* credit by the *Board*;
  - E. Teaching or instructing courses, which are awarded *PEU* credit by the *Board*.
6. Professional development activities must meet the following criteria:
- A. There is a clear purpose and objective for each activity which will maintain, improve or expand skills and knowledge obtained prior to initial licensing or to develop new and relevant skills and knowledge pertinent to subjects included in *Board* approved examinations, or the current Mechanical Code;
  - B. The content of each presentation is well organized and presented in a sequential manner;
  - C. There is evidence of preplanning which should include the opportunity for input by the target group to be served;
  - D. The presentation will be made by persons who are well qualified by education and experience; and
  - E. There is a provision for individual participant registration, which will include information required for record keeping and reporting;
  - F. Courses are held in facilities, which are suitable for the instruction being given.
7. The *Board* may waive all or part of the continuing education requirements upon a showing by the licensee that it is not feasible for the licensee to satisfy the requirements prior to the renewal date. Waivers may be granted for the following causes:
- A. Serious physical injury or illness.
  - B. Active duty in the armed services for an extended period of time.
  - C. Residence outside the United States for more than one (1) year.
  - D. For reasons, as determined by the *Board*, that it is not feasible to satisfy the requirement
8. The following offerings will not be considered by the *Board* to meet continuing education requirements even though these offerings may be approved by other license jurisdictions.
- A. Training or education not applicable or pertinent to subjects included in *Board* approved examinations, or the current Mechanical Code.

- B. Training or education in office and business skills such as typing, speed reading, memory improvement, report writing, personal motivation, salesmanship, sales psychology and time management.
  - D. Meetings, which are a normal part of in-house training on subjects, which do not meet the criteria.
  - E. That portion of any offering devoted to housing, meals or refreshments, entertainment, or transportation.
  - F. Pre-license education which is a requirement for a License under this Code.
  - G. Any taped, videotaped and similar electronically reproduced instruction, unless presented in an approved course under direct, in-person supervision of an approved instructor and unless no more than fifty percent (50%) of the course time consists of electronically reproduced instruction except as provided under Section 8.
9. *PEU's* obtained in excess of the twelve (12) *PEU's* required during each license renewal period, but not exceeding four (4) *PEU's*, may be carried forward to satisfy the requirements for the next renewal period. (See Section 101A.3.2 ¶5)
- A. *PEU'S* carried over to the next licensing period will not be identified as either "Core Curriculum" or "Trade Specific Curriculum" but "Carry-over" *PEU's*.
  - B. "Carry-over" *PEU's* may not be used to satisfy the minimum of 3 *PEU's* of "Core Curriculum" and 3 *PEU's* of "Trade Specific Curriculum" required by Section 3. "Carry-over" *PEU's* may be used to meet the overall requirement of 12 total *PEU's* for license renewal.

Example: A license holder earns 8 "Core" *PEU's* and 9 "Trade Specific" *PEU's* for the current 3 year license period. Satisfying the minimum "core" and "trade" would leave 5 "core" and 6 "trade" *PEU's* left to meet the total of twelve. Because the remaining 6 *PEU's* needed for license renewal can be either "core" or "trade", the license holder would have 5 *PEU's* remaining for possible carry-over. The licensee would then have 4 "carry-over" *PEU's* that can be applied to the next licensing period. For the next renewal period, the licensee would need to earn the minimum of 3 "core" and 3 "trade", use his/her carry-over of 4 *PEU's* and would need only 2 *PEU's* of either "core" or "trade" to meet the requirements for license renewal of that period.

10. Except as provided under Section 8, a licensee must be physically present in the classroom during one hundred percent (100%) of the actual classroom instruction. A school, at its discretion, may allow a student to be absent up to ten percent (10%) of the required hours but only for reasons of personal illness, illness or death in the student(s) immediate family or hazardous road conditions.

11. Individuals, who hold more than one (1) journeyman license issued under the Mechanical Code, are required to obtain the "Trade Specific Curriculum" *PEU's* required for each journeyman license held and intended to be renewed.

Notes: a) See item 3 on page 2 for descriptions of the "Trade Specific Curriculum" and the "Core Curriculum".

b) Up to nine (9)"Core Curriculum" *PEU's* may be applied to each journeyman license held and intended to be renewed.

12. *PEU's* obtained as approved by the *Board* may be applied for renewal of any license so long as such *PEU's* relate to the license(s) being renewed.
13. Credit will be given to a licensee for completing a specific or substantially similar course only once during a license renewal period.
14. Time spent as a instructor may be counted as classroom attendance for an instructor who is also a licensee. The credit may be gained by an instructor only once for each course or substantially similar course offered during any renewal period.

## **Section 2: Sponsors**

1. All continuing education courses and instructors must be sponsored by a person, institution, or organization responsible for the formation and administration of courses. An instructor also may be a sponsor. Each person involved directly or indirectly in the sponsorship of a course, or who participates or has an interest, financial or otherwise in its operation shall be at least twenty-one (21) years of age and a person or entity of integrity, and responsibility. All applications for new continuing education course sponsorship shall be on a form prescribed by the *Board* and must be submitted by the sponsor at least ninety (90) days before the date the sponsor's first course offering is scheduled.
2. The *Board* may deny, revoke, suspend or place on probation for a period not to exceed six (6) calendar months, the accreditation of a sponsor if at any time it is found that the sponsor is incompetent or makes any material misrepresentation to the *Board*.

### Section 3: Course Approval

1. No course or program for continuing education credit shall be announced or advertised for credit, until it is approved by the *Board*, in writing.

**Exceptions:**

- A. *Courses that are related to a license being renewed which are offered by schools, institutions, or organizations that are associated with the Department of Labor Bureau of Apprenticeship and Training (BAT) Registered Apprenticeship & Training Programs, including but not limited to those of the Pipe fitters Local 562, Sprinkler fitters Local 268, Sheet Metal Workers Local 36, Operating Engineers Local # 2 and the St. Louis Chapter of the Air Conditioning Contractors of America.*
  - B. *Courses that are related to a license being renewed which are offered by sponsors who undergo a peer review of their practices and make a continuing commitment to adhere to the Continuing Education Unit Criteria and Guidelines and who are authorized to award CEU's by the International Association for Continuing Education & Training (IACET), or other Board approved independent organization.*
  - C. *Courses that are related to a license being renewed which are offered by accredited colleges or universities who award college credit, including but not limited to Ranken Technical College, Vatterott Educational Center, Jefferson College and Southwestern Illinois College.*
2. All applications for course approval shall be submitted by the sponsor at least ninety (90) days prior to the date the course is expected to be offered. Applications shall be submitted on a form prescribed by the *Board* wherein the *Board* will respond in writing to all requests for course approval within sixty (60) days of receipt of a properly completed application. The *Board* will assign a course number or other identification to a course when it is approved or will notify the applicant of the grounds for the course not being approved, as provided in paragraph 5 of this section.
  3. Any course or program that is less than one (1) contact hour in duration will not be reviewed or approved. Courses that involve two (2) hours in duration, do not have to offer these two (2) contact hours on the same day, nor on the same subject, but continuity will be considered in evaluation of the program.
  4. Course approval will be for a period not to exceed four (4) years provided no substantial change is

made in the course content or curriculum. Renewal of course approval will be determined upon re-application. Submittal of course criteria and outline may not be required upon re-application, provided no substantial change has been made in previously approved material.

5. If the *Board* determines that a proposed course does not meet prescribed standards or if the proposed course does not adequately reflect and present current knowledge pertinent to subjects included in *Board* approved examinations, or the current Mechanical Code, all toward the goal of the protection of the public health and welfare, notice in writing specifying the deficiencies will be provided to the sponsor.
6. Instructors must teach all courses in close adherence to the outline approved by the *Board*. In the event a substantive change is proposed to a previously approved course, the sponsor must file a new course application.
7. As a courtesy to the Board and to facilitate administrative record keeping, the dates, times and location(s) of pre-approved classroom course offerings should be submitted to the *Board* at least ten (10) days prior to each course offering.
8. Whether given by the same or different sponsors in any given calendar day, no classroom course(s) shall exceed eight (8) hours in length. A half-hour break or more, in addition to 10 minute breaks each hour on average, must be given to students after four (4) hours for any course(s) exceeding four (4) hours in a given day.

#### **Section 4:**

Reserved for future use.

#### **Section 5:**

Reserved for future use.

## Section 6: Records

1. Each licensee shall be responsible for providing the *Board*, at the time of license renewal, a true copy of a certificate of course completion in a form prescribed by the *Board*, but only if verification of course completion, at the time of license renewal, has not been provided by the course sponsor.
2. The sponsor, at the close of any classroom course, shall hand to each individual licensee who has satisfactorily completed the course, a certificate of course completion in a form prescribed by the *Board*.
3. Within ten (10) days of the completion of a course, the sponsor shall submit to the *Board* on a form prescribed by the *Board*, a list of those licensees who have satisfactorily completed the course, with their Social Security numbers. The *Board*, at its discretion, may extend the ten (10)-day period.
4. Sponsors of continuing education courses shall maintain, for a period of not less than four (4) years, complete records of course attendance and student certification and shall supply duplicate certificates to licensees upon request. A reasonable charge may be made for duplicate certificates. Sponsors of individual study courses, in addition, shall maintain records of all final examinations and examination administration. Sponsors shall make required records available for review by the *Board* during normal business hours or shall send them to the *Board* by certified mail within ten (10) days of written request.
5. For any classroom course attended by more than twenty-five (25) students, the sponsor shall have a person other than the instructor present to assist in administrative duties including but not limited to keeping records of attendance, preparing and distributing certificates.
6. Course approval certificate, and stamped reviewed approved course submittal material for all approved courses shall be available for review by members of the *Board* at the site and during the presentation of the course so that course presentation can be measured against approved submittal material. All submittal material remains the property of the sponsor.



## Section 7: Multi-subject Organizational Meeting Seminars

1. A licensee may complete all or portion of the continuing education requirement through attendance at *Board* approved seminars sponsored by organizations as a part of regularly scheduled meetings.
2. All applications for *Board* approval shall conform with **Section 3** and must also include the following:
  - A. An outline of planned presentations including content, name of scheduled presenter, presenter's qualifications indicating training, certifications or a letter of qualification by the organization the presenter is representing.
  - B. The *Board* shall be notified of any replacement presenter which becomes necessary for any reason as soon as the replacement is known, but not less than ten (10) days after presentation is given. At the time of the notification the qualifications of the replacement presenter shall be provided. A replacement presenter who is not qualified may lead to withdrawal of *PEU* credit for the specific meeting.
  - C. A course introduction statement setting out the dates and locations for presentations.
  - D. Name of Sponsoring Organization and the name of the organization's representative who will be responsible for attendance roster.
3. Credit can be obtained for attendance at all or part of the regularly scheduled seminars based on the meetings attended and the credits assigned to the individual meeting/s.
4. The *Board* may deny, revoke, suspend or place on probation the approval of an individual course or event in a series of events if it is determined that the course materials do not meet acceptable standards of form or content.
5. Within ten (10) days of the completion of each meeting seminar, the sponsor shall submit to the Board on a form prescribed by the Board, a list of those licensees, with their Social Security numbers, who have satisfactorily completed each meeting seminar. In the event the withdrawal of *PEU* credit is necessary, it will be the duty of the sponsor to submit to the Board on a form prescribed by the Board, a list of those licensees, with their Social Security numbers, who have received certificates, and who might be affected. The Board, at its discretion, may extend the ten (10) day period.

## Section 8: Individual Study Courses

1. A licensee may complete all or part of the continuing education requirement through the use of video, audio, or electronic courses, which are a minimum of three (3) hours in length, that have been approved by the *Board* for continuing education credit. All applications for *Board* approval shall conform with **Section 3** and must also include the following:
  - A. A videotape or audio tape presentation of one hundred fifty (150) minutes.
  - B. A course introduction statement setting out the dates during which the course is approved by the *Board*, the terms and conditions under which the final examination will be administered, including review of the completed workbook and a list of specific learning objectives referenced to the content of the final examination.
  - C. A bound workbook designed so that the licensee will be substantially engaged throughout the taped presentation in entering specific information as directed by the tape.
  - D. A blank form, prescribed by the *Board*, for the licensee to complete, sign and return to the sponsor within three (3) months of course enrollment requesting administration of the final examination and attesting to the fact that the licensee has completed the course as directed.
  - E. Any additional information or material to be supplied to the licensee.
  - F. For each three (3)-hour course, two (2) final examination forms (primary and alternate) of thirty (30) multiple-choice items each, with no duplication of items and a key showing correct responses. Examinations must reflect sound test development practices and must measure knowledge of the subject matter of the entire course as set out in the learning objectives;
  - G. A statement setting out the methods the sponsor will use to assure that examinations are maintained securely.
2. It shall be the responsibility of the licensee to furnish to the Board, in a timely manner, a copy of the certificate awarded upon successful completion of the course.
3. The *Board* may deny, revoke, suspend or place on probation the approval of an individual study course if it is determined that the course materials do not meet acceptable standards of form or content, or if the audio, video, or electronic media supplied to licensees is of substandard production or performance quality.

## **Section 9: Investigation and Review**

1. The *Board* may investigate approved or proposed course offerings by conferring with sponsors and instructors, by visiting with or without prior notice, or by surveys to participants, instructors and sponsors.
2. The *Board* may deny, suspend, revoke or place on probation the accreditation of any sponsor, instructor or course if it determines that the sponsor, instructor or course has failed to maintain reasonable standards, is in violation of the St. Louis County Mechanical Code or these rules, makes any false statement or substantial misrepresentation to the *Board*, or demonstrates a level of performance or credentials not in the public interest.

## **Section 10: Reciprocity St. Louis County & Other Continuing Education Programs**

1. *PEU's* earned under the St. Louis County Board of Plumbing Examiners continuing education requirements during the active year of license will automatically qualify for *PEU* credit in satisfying the continuing education requirements of the Board of Examiners for Mechanical Licensing under the following conditions:
  - A. The *PEU's* earned relate to the Mechanical Code License being renewed.
  - B. All certificates and records required under these rules shall be provided.
2. *PEU's* earned during the active year of license under other jurisdictions having continuing education requirements that have been determined by the *Board* to be the equivalent of those of the *Board*, may be used to qualify for *PEU* credit in satisfying the continuing education requirements of the Board of Examiners for Mechanical Licensing under the following conditions:
  - A. The *PEU's* earned relate to the Mechanical Code License being renewed.
  - B. All certificates and records required under these rules shall be provided.

## **Section 11: Continuing Education Obtained Prior to These Rules**

Continuing education courses taken after January 1, 2000 and prior to the Board's adoption of these rules, may be approved by the Board with regard to meeting the requirements of these rules.

Applicants for approval of continuing education courses taken prior to the Board's adoption of these rules, shall make a written request to the Board including the following information:

1. A written course description, identifying the specific content of the course.
2. The number of contact hours related to the course.
3. The date(s) and time(s) when such course was conducted.
4. The name and qualifications of the instructor(s) who taught such course.

Applications shall also be accompanied by a roster attesting to the individuals who have taken such course. Said roster shall be on the Form E of these rules.

## **Section 12: Appeals**

Any person or organization aggrieved by provisions of these rules or desiring to modify the application of these rules, may appeal to the Board for reconsideration of these rules or the application of these rules.

Such appeals shall be in writing and shall include the specific reasons why these rules are unfair or improper; **OR** the specific reasons why these rules are being unfairly or improperly applied; **OR** the special circumstances which justify a change in these rules or the application of these rules.

# Form CE-A

**Individual Request for Continuing Education Credit  
Board of Examiners for Mechanical Licensing  
Department of Public Works, 41 S. Central, St. Louis, MO 63105**

Licensees may receive continuing education credits for courses that were not submitted by the class sponsor for approval. To have your non-approved course evaluated, complete the form below, providing all the attachments requested and send it to the above address. You will receive a copy back as your receipt. Please note: you must submit this application to the board a minimum of six (6) months prior to expiration of your license, in order to receive credit

Licensee's Name \_\_\_\_\_ S.S. Number \_\_\_\_\_

License #: \_\_\_\_\_ License Type \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Licensee Phone: \_\_\_\_\_ Licensee Fax: \_\_\_\_\_

Course Title (Exact) \_\_\_\_\_

Course Sponsor \_\_\_\_\_

Sponsor's Address \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Sponsor's Telephone: \_\_\_\_\_

Contact Person \_\_\_\_\_

Where did you take the course? (City/State) \_\_\_\_\_

How many hours did you spend in class? \_\_\_\_\_ Date of Course: \_\_\_\_\_

I would like the hours for this course to be applied as:  Core Credit  Trade Credit

Licensee's signature \_\_\_\_\_ Date \_\_\_\_\_

**Attachments That Must Be Included:**

1. Stamped, self-addressed envelope.
2. Proof of course completion (must have signature of sponsor's representative)
3. Advertisement, outline, or other statement describing the course's content and course hours.

\*\*\*\*\*

Portion below is for use of Board of Examiners for Mechanical Licensing:

Total PEU's granted: \_\_\_\_\_  Core PEU  Trade PEU

License Type: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

**FORM CE-B Page 1 of 2**

**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: \_\_\_\_\_ - \_\_\_\_\_ or Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Provide Soc. Sec. # if a Federal Tax ID number has not been issued)

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;

**FORM CE-B Page 2 of 2**

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:

**Form CE-C**  
**Board of Examiners for Mechanical**  
**Application For Approval Of Continuing Education Course**

Sponsor: \_\_\_\_\_ Sponsor number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Course Title: \_\_\_\_\_

**I. Core Curriculum Related to:**     HVAC Servicer-Installer     Pipefitter     Sheet Metal     Sprinkler-fitter  
Journeyman License

- \_\_\_\_\_ A. Current St. Louis County Mechanical Code
- \_\_\_\_\_ B. Current Standards referenced in County Mechanical Code
- \_\_\_\_\_ C. Current Licensing requirements of other County Codes
- \_\_\_\_\_ D. Current OSHA Regulations
- \_\_\_\_\_ E. Courses concerning Federal, State or Local Labor Laws

**II. Trade Specific Related to:**     HVAC Servicer-Installer     Pipefitter     Sheet Metal     Sprinkler-fitter  
Journeyman License

**III. Contact Hours:** \_\_\_\_\_ hour(s)

Attach the following:

1. A complete teaching outline.
2. A description of the course content.
3. Any other material to assist in providing information on determining the content of the course.

I/we, the undersigned course sponsor, undertake to offer the above continuing education course in full compliance with the Board of Examiners for Mechanical Licensing, Rules For Continuing Education Requirements. I/we have read and understand the administrative guidelines for course sponsors that are set out in Form A, Sponsor Application for Continuing Education.

\_\_\_\_\_  
Signature of Sponsor/Administrator
Print Legibly

Course Number: \_\_\_\_\_  
 (Course number must be listed by the Sponsor or it will be assigned by the Board)

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**Portion below is for use of Board of Examiners for Mechanical Licensing**

License Type	Core PEU's	Trade PEU's
HVAC Servicer-Installer Journeyman		
Pipefitter Journeyman		
Sheet Metal Journeyman		
Sprinkler-fitter Journeyman		



Date: \_\_\_\_\_

By: \_\_\_\_\_

**FORM CE-D**  
**Board of Examiners for Mechanical Licensing**  
**\*Continuing Education Course Completion Certificate**

Sponsor: \_\_\_\_\_ Sponsor No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Licensee's Name: \_\_\_\_\_ Licensee's Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

License Type \_\_\_\_\_ License Class: \_\_\_\_\_ License # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Course Completion Date: \_\_\_\_\_ PEU's (Board awarded) \_\_\_\_\_

Course Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Person Signing (typed or printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor or Sponsor's Agent

\_\_\_\_\_  
Date

\* Licensee is to keep this certificate in a safe place until license is renewed.

Certificate must contain same information, however same form not required.

**FORM CE-E**  
**Board of Examiners for Mechanical Licensing**  
**\*Continuing Education Course Completion Certificate**  
**Multi-subject Organizational Meeting Seminars**

Sponsor: \_\_\_\_\_ Sponsor No: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Licensee's Name: \_\_\_\_\_ Licensee's Soc. Sec.# \_\_\_\_ - \_\_\_\_ - \_\_\_\_

License Type: \_\_\_\_\_ License Class: \_\_\_\_\_ License # \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Meeting Date: \_\_\_\_\_ PEU's (Board awarded) \_\_\_\_\_

Meeting Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Person Signing (typed or printed)

\_\_\_\_\_  
Signature of Sponsor or Sponsor's Agent

\* Licensee is to keep this certificate in a safe place until license is renewed.

Certificate must contain same information, however same form not required.

# FORM CE-F Page 1 of 2

*Note: Roster must contain same information, however same form is not required.*

## Board of Examiners for Mechanical Licensing Continuing Education Course Attendance Roster

Sponsor: \_\_\_\_\_ Sponsor Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Location of Course: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Course Completion Date or Meeting Date: \_\_\_\_\_ PEU's (Board awarded) \_\_\_\_\_

I certify that the licensees listed below were physically present in accordance with the requirements of Section 1.

\_\_\_\_\_  
Name of Sponsor or Sponsors Agent or Instructor (Printed or Typed)

\_\_\_\_\_  
Signature of Sponsor or Sponsors Agent or Instructor

**Note:** Show Names and Social Security Number for each individual granted PEU's for the course or meeting.  
Names and Social Security numbers must be legible for PEU's to be credited.

<u>Name</u>	<u>Soc. Sec. #</u>	<u>Mech. License #</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

**USE PAGE 2 WHEN ROSTER EXCEEDS 17 PEOPLE**

# FORM CE-F Page 2 of 2

*Note: Roster must contain same information, however same form is not required.*

## Board of Examiners for Mechanical Licensing Continuing Education Course Attendance Roster (Continued from Page 1 of 2)

Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Course Completion Date or Meeting Date: \_\_\_\_\_ PEU's (Board awarded) \_\_\_\_\_

I certify that the licensees listed below were physically present in accordance with the requirements of Section 1.

\_\_\_\_\_  
Name of Sponsor or Sponsor's Agent or Instructor (Printed or Typed)

\_\_\_\_\_  
Signature of Sponsor or Sponsor's Agent or Instructor

**Note:** Show Names and Social Security Number for each individual granted PEU's for the course or meeting.  
Names and Social Security numbers must be legible for PEU's to be credited.

<u>Name</u>	<u>Soc. Sec. #</u>	<u>Mech. License #</u>
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		