



content, and falsification of attendance records. The division may rescind an approval of a course at any time, but not less than 30 days prior to the course scheduled date.

**Special Examination Requirements:** For certain types of education approvals, we require that you administer an examination to attendees as follows:

- Face-to-face Dwelling Contractor Qualifier and Manufactured Home Installer initial training – Course provider to test attendees on mastery of course content.
- All non-face-to-face training – Minimum 10 review questions per hour with a passing score of 70%
- Question-and-answer training on the code without significant additional training materials provided – Minimum 30 questions per hour with a passing score of 70%.

The approval expires on the date specified in the regarding line. Renewal notices will be sent at least 30 days prior to the expiration date to course providers who indicated they wanted a renewal notice. Follow the instructions to renew the course if you are still giving the course for continuing education credit. Education credit will only be given to attendees if the course approval is valid at the time the course is held.

**Responsibilities of Course Provider:** If a course is based on a superseded code or standards edition, inform the students in advance of registration. Course providers are responsible to maintain an attendance record of those individuals who have completed their course for at least five years from the date when the course was held. The attendance record shall include the course name, the course identification number, the date the course was held, the name of each credentialed attendee, the name of each credential held by the attendee for which the course applies, and the attendee's complete credential number (obtained from their credential card.) Course providers are required to provide a written attendance record to the course attendee and report who attended to the department within 14 calendar days of the course being held or completed (see website below). Distribute the attendee's copy at the course or mail the attendee's copy to the attendee. Inform the attendee that record of their attendance will be provided to the department.

Course providers may create their own attendance forms. **Attendance forms or certificates of completion must include:** course provider name, the course name, **the DSPS course identification number**, the date the course was held, the name of the credentialed attendee, and the attendee's complete credential number (obtained from their credential card.) If you do not wish to create your own forms, you may purchase forms from Document Sales (see link: <http://www.doa.state.wi.us/Divisions/Enterprise-Operations/Bureau-of-Enterprise-Fleet/Document-Sales-and-Distribution>)

**Online Attendance Entry** –Go to <http://apps2.commerce.wi.gov/cecredits/login.jsp>. and enter your customer ID number (found above) on the first screen. A list of all the approved courses you have with Department of Safety & Professional Services will appear. If a course is expired, that course ID number will not appear on the list.

**Advertising** - The department requires that hours of credit and the specific credentials be included in advertising done for the course and be posted prominently where the course will be taught, so people do not unknowingly take a course they will not receive credit hours for. Also, for free, a provider may **go to the Department of Safety and Professional Services site and enter course information to have the course appear among the department's online course information**. See the continuing education listing and the link to course entry at the bottom of the page here: <http://dsps.wi.gov/Licenses-Permits/trades-ce>