



# 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

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

**Notice:**  
The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions:  
Internet Explorer 11  
Edge 15  
Mozilla Firefox 47  
Chrome 55  
Safari 10  
Opera 29

**Sign In**

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

Sign In

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.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

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**Sign In**

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

Sign In

# Sponsor Course Request - General

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Select the  
'Licenses' tab

# Sponsor Course Request - General

Apply for a license

Home Construction Permits Occupancy Permits Water & Sewer Program **Licensing**

Apply for a License Search Applications

## License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

### Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search General Search ▾

# Sponsor Sponsor Course Request - General

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

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

Apply for a License Search Applications

### Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)



# Sponsor Course Request - General

Select


Continuing Education

Continuing Education  
Sponsor Course Request

Continue Application

Select a Record Type

Select the following license type.



- ▼ Continuing Education
  - Continuing Education Individual Course Approval Request
  - Continuing Education Sponsor Application
  - Continuing Education Sponsor Course Attendance
  - Continuing Education Sponsor Course Request
- ▶ Electrical Licenses
- ▶ Mechanical Licenses
- ▶ Plumbing Licenses
- ▶ Link Account to License

[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

Continuing Education Sponsor Course Request

1 Contact Information 2 Course Information 3 Supporting Documentation 4 Review 5 Record Issuance

**Step 1: Contact Information > Contact Information** \* indicates a required field.

**Applicant**

To add an Applicant, click the Select from Account button. Changes can be made to the contact information through Account Management.

[Select from Account](#) [Look Up](#)

**Sponsor**

To edit the Sponsor's physical address, phone number, or email address, click the Edit link.

NOTE: The Sponsor may not be replaced. If it's removed in error, click the Select from Account or Look Up button to add it back to the record.

[Select from Account](#) [Look Up](#)

[Save and resume later](#) [Continue Application »](#)

# Sponsor Course Request – Step 2

## Course Discipline –

- Mechanical
- Plumbing

Enter Course Number and  
Course Name

Continuing Education Sponsor Course Request

1 Contact Information   2 Course Information   3 Supporting Documentation   4 Review   5 Record Issuance

Step 2: Course Information > Course Details \* indicates a required field.

**Course Details**

**Course Information**

\* Course Discipline:

\* Course Number:

\* Course Name:

# Sponsor Course Request – Step 2 continued

Mechanical Course –  
Core Codes and Regulation –  
Trade Course -

**Mechanical Course**

Core Curriculum

Contact Hours: \*

Core Curriculum: \*  Yes  No

Core Curriculum related to HVAC Servicer-Installer:

Core Curriculum related to Pipefitter:

Core Curriculum related to Sheet Metal:

Core Curriculum related to Sprinklerfitter:

**Core Codes and Regulations**

MECHANICAL CORE TYPE

Current St. Louis County Mechanical Code:

Current Standards referenced in County Mechanical Code:

Current Licensing requirements of other County Codes:

Current OSHA Regulations:

Courses concerning Federal, State or Local Labor Laws:

**Trade Course**

MECHANICAL TRADE

Trade Course: \*  Yes  No

Trade specific related to HVAC Servicer-Installer:

Trade specific related to Pipefitter:

Trade specific related to Sheet Metal:

Trade specific related to Sprinklerfitter:

# Sponsor Course Request – Step 2 continued

## Plumbing Course –

**Plumbing Course**

**PLUMBING COURSE**

Contact Hours:

Core Curriculum:  Yes  No

Current St. Louis County Plumbing Code Ordinance - Chapter 1103 and current Amendments:

Current Plumbing Code referenced in Chapter 1103 (UPC):

Current Missouri 10 CSR 60-11 Public Drinking Water Program regulation:

Current St. Louis County Mechanical Code Ordinance - Chapter 1108 and current Amendments:

Current National Fuel Gas Code referenced in Chapter 1108 (IFGC):

Current NFPA Standards regulating Fire Protection:

Current National Electrical Code referenced in Chapter 1102:

Current OSHA regulations:

Current Rules and Regulations and Engineering Design Requirements for Sanitary Sewerage and Storm Water Drainage Facilities, and Standard Construction specifications for Sewers and Drainage Facilities, issued by the Metropolitan St. Louis Sewer District (M.S.D.):

Elective Course:  Yes  No

Elective Course Description:

Save and resume later

Continue Application »

# 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

Continuing Education Sponsor Course Request

1 Contact Information 2 Course Information 3 Supporting Documentation 4 Review 5 Record Issuance

**Step 3: Supporting Documentation > Supporting Documentation**

Please attach a copy of the teaching outline and course content. You can also upload any other supporting material. \* indicates a required field.

**Attachment**

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;scx;shb;sys;vb;vbe;vbs;vrd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

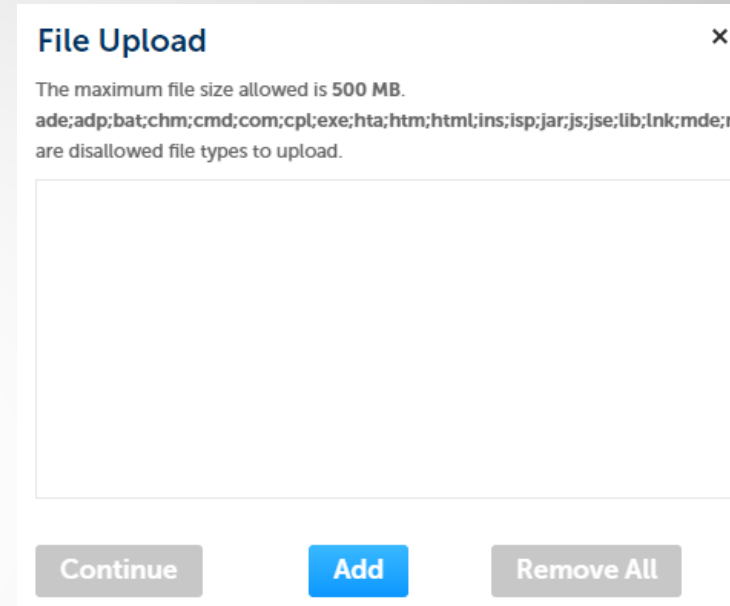
[Save and resume later](#) [Continue Application »](#)

# 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



**File Upload** ×

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n  
are disallowed file types to upload.

Continue Add Remove All

# Sponsor Course Request – Step 3 continued

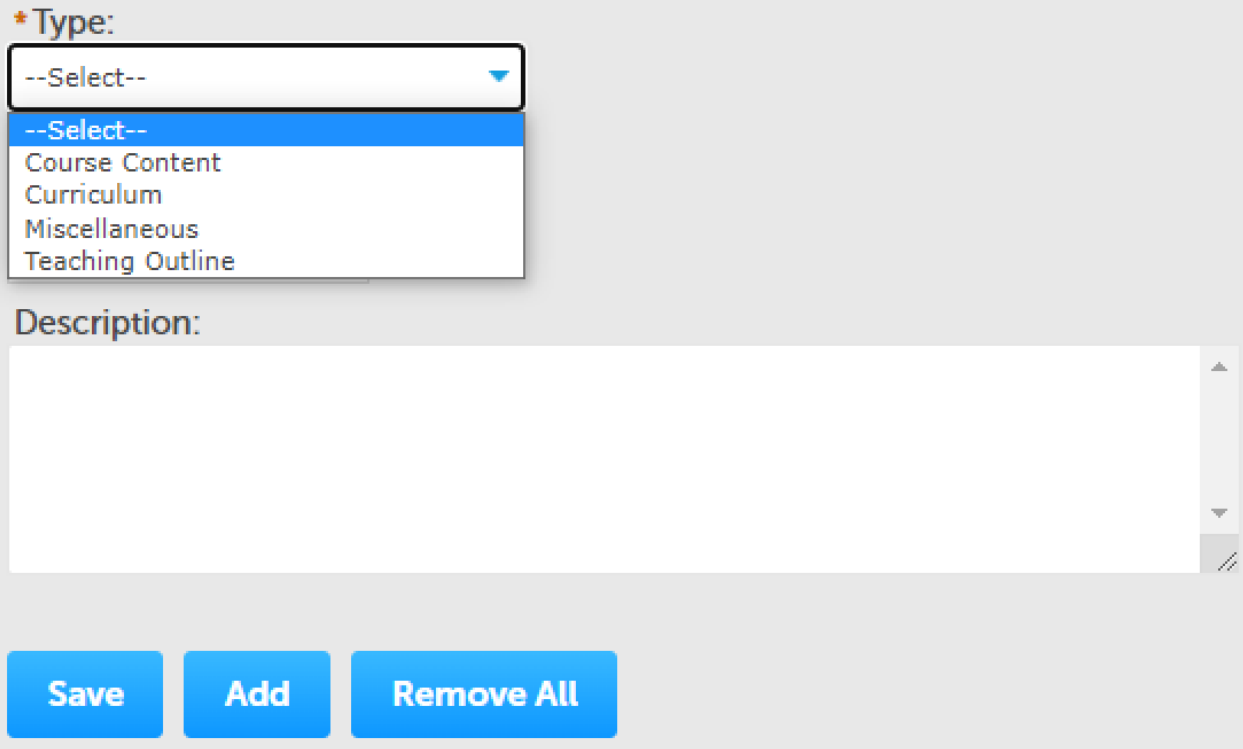
## Supporting documentation

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)



The screenshot shows a web form with the following elements:

- A dropdown menu labeled "\* Type:" with a downward arrow. The menu is open, showing options: "--Select--", "Course Content", "Curriculum", "Miscellaneous", and "Teaching Outline".
- A text input field labeled "Description:" with a vertical scrollbar on the right side.
- Three blue buttons at the bottom: "Save", "Add", and "Remove All".

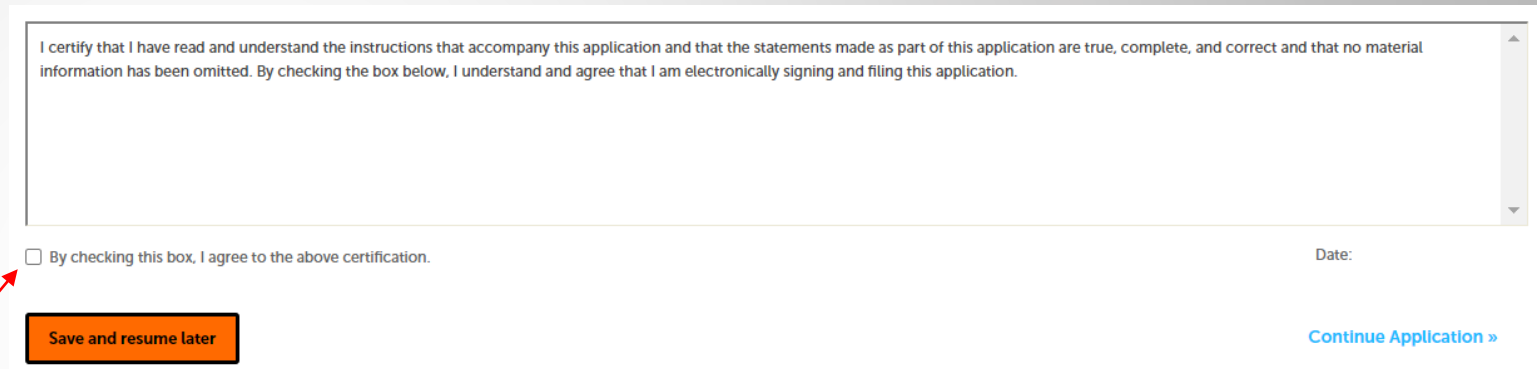


# Sponsor Course Request – Step 4

## 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



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

[Save and resume later](#)

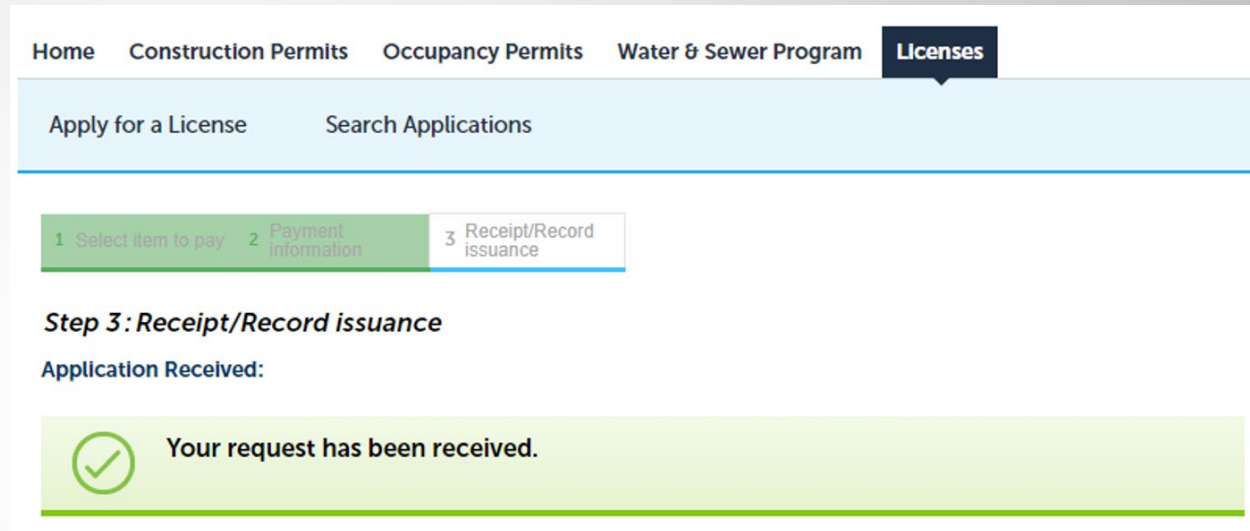
Date: \_\_\_\_\_

[Continue Application »](#)

# Sponsor Course Request – Step 5

## Confirmation

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



The screenshot shows a web application interface for license applications. At the top, there is a navigation menu with the following items: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' item is highlighted with a dark blue background. Below the navigation menu, there is a light blue header area with two main options: 'Apply for a License' and 'Search Applications'. Below this header, there is a progress bar with three steps: 1. Select item to pay, 2. Payment information, and 3. Receipt/Record issuance. The third step is currently active and highlighted in green. Below the progress bar, the text reads 'Step 3: Receipt/Record issuance' and 'Application Received:'. A green confirmation message is displayed in a light green box with a green checkmark icon: 'Your request has been received.'