

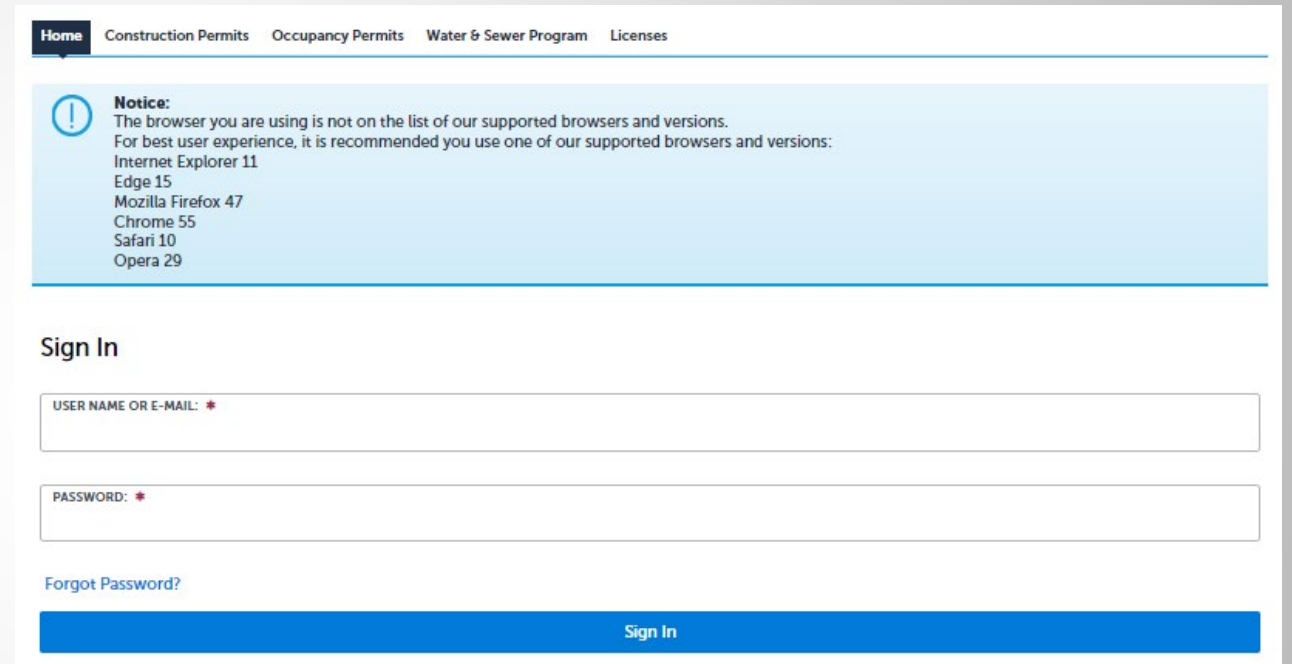


Sponsor Course Attendance

ACCELA – LICENSING PORTAL

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

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



The screenshot displays a web application interface. At the top, there is a navigation bar with the following links: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar, a light blue notice box contains the following text: **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. Below the notice box, the page is titled "Sign In". There are two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". Below the password field, there is a link for "Forgot Password?". At the bottom of the sign-in section, there is a blue button labeled "Sign In".

Sponsor Course Attendance requires the following document

- ☐ Attendance Roster

Sponsor Course Attendance - General

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

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

Sponsor Course Attendance - General

Select the
'Licenses' tab

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar contains several tabs: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' tab is circled in red, and a red arrow points from the text 'Select the 'Licenses' tab' to it. Below the navigation bar, the user is greeted with 'Hello, AccountName'. There are two main content sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a 'View Collections' button. Both sections contain the message 'There are no items in your shopping cart right now.' and 'You do not have any collections right now.' respectively. At the bottom, there is a 'Work in progress' section with a 'View All Records' button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently displays 'No records found'.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

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				

Sponsor Course Attendance - General

Apply for a license

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

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 Course Attendance - 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 Attendance - 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 Attendance – Step 1

Sponsor –

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

Contact –

Click 'Select from Account' button to add information

Course Information –

Enter Attendance Information

Continue Application

Continuing Education Sponsor Course Attendance

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

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

Sponsor

If the Sponsor information is not pre-populated, click the Select from Account button. You may also click the Look Up button and select "Provider" for the License Type.

Select from Account Add New

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Course Information

ATTENDANCE INFORMATION

* Course Name:

* Course Number:

* Course Date:

* Location:

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

Sponsor Course Attendance – Step 2

Attendee Information –
Click 'Add a Row' to enter
License Number and Name

Continue Application

Continuing Education Sponsor Course Attendance

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

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

Attendance

ATTENDEE INFORMATION

Showing 0-0 of 0

Attendee License Number	Attendee Name
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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

Sponsor Course Attendance – 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 Attendance

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 attendance roster. * indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Attendance Roster

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

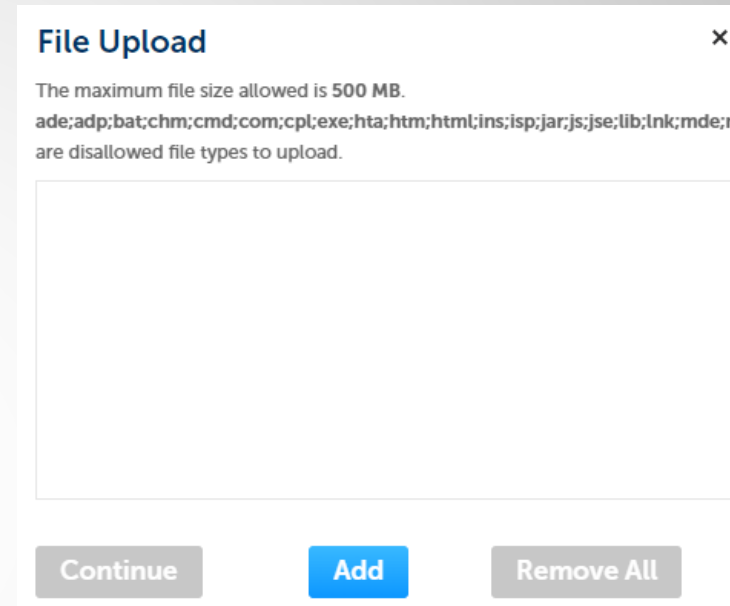
[Save and resume later](#) [Continue Application »](#)

Sponsor Course Attendance – Step 3 continued

Supporting documentation

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

After file is selected, select continue



Sponsor Course Attendance – Step 3 continued

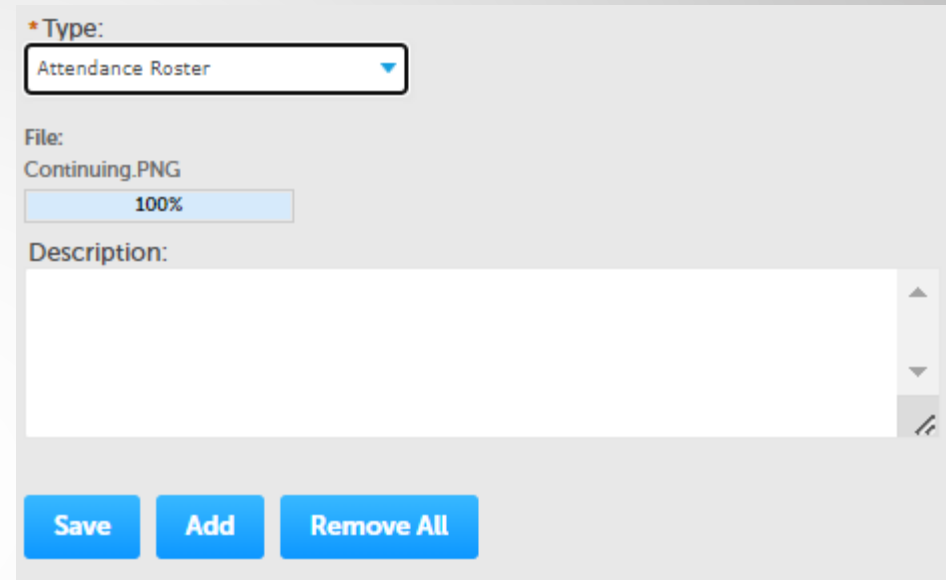
Supporting documentation

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:

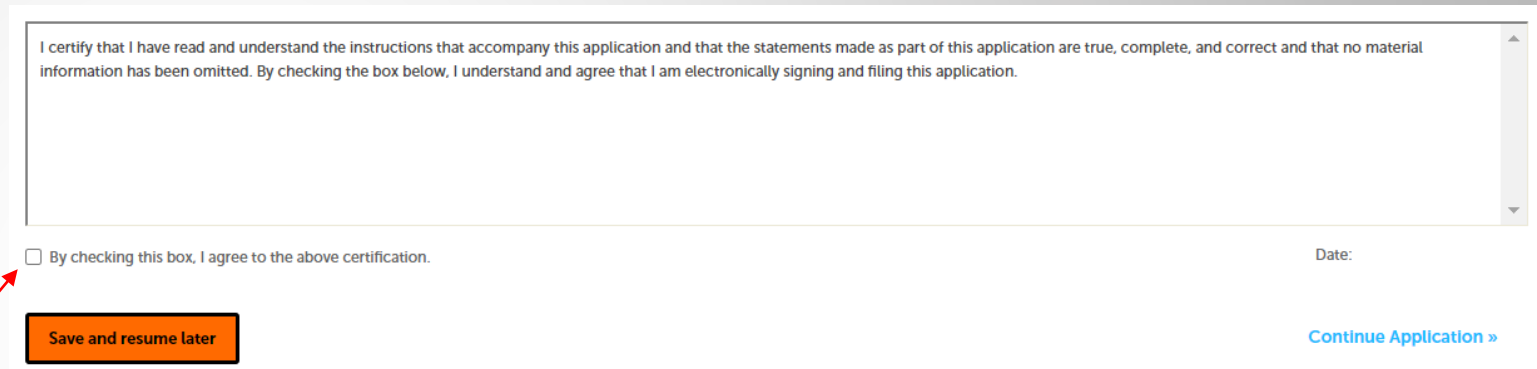
- *Type:** A dropdown menu with "Attendance Roster" selected.
- File:** The text "Continuing.PNG" is displayed above a progress bar that is filled to "100%".
- Description:** A large, empty text area with a vertical scrollbar on the right side.
- Buttons:** Three blue buttons labeled "Save", "Add", and "Remove All" are positioned at the bottom of the form.

Sponsor Course Attendance – 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.

Date: _____

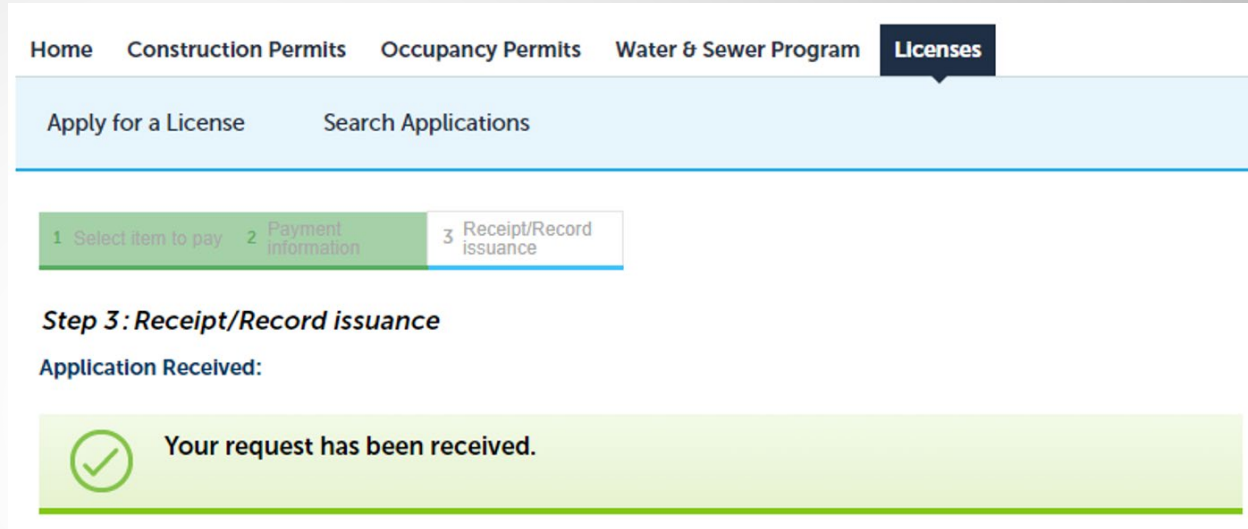
[Save and resume later](#) [Continue Application »](#)

A red arrow points from the text 'Click on box & continue application' to the checkbox.

Sponsor Course Attendance – Step 5

Confirmation

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



The screenshot displays a web application interface for Licenses. At the top, there is a navigation menu with links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation menu, there are two main options: Apply for a License and Search Applications. A progress bar indicates the current step: 1 Select item to pay, 2 Payment information, and 3 Receipt/Record issuance. The current step is highlighted in green. Below the progress bar, the text reads "Step 3: Receipt/Record issuance" and "Application Received:". A green confirmation message with a checkmark icon states "Your request has been received."