

Board of Plumbing Examiners
Rules for Continuing Education Requirements
Section 1103.160 SLCRO

Section 1: Requirements

1. Each licensee who holds an active license shall complete, during the three (3)-year license period prior to renewal, as a condition precedent to license renewal a minimum of twelve (12) PEU's (Professional Education Units) of instruction approved for continuing education credit by the Board of Plumbing Examiners, pro-rated per each complete or partial active year of license. An active license is any license issued by St. Louis County except those that have been placed on inactive status by a licensee, pursuant to Section 1103.160 SLCRO 1974 as amended.

Professional education obtained by a licensee should maintain, improve or expand skills and knowledge obtained for initial licensing, and to develop skills and knowledge relevant to the requirements of the Chapter 1103, SLCRO 1974 as amended ("Plumbing Code"). Licensees will receive credit for approved courses taken after July 1, 1998

Applicants are required to pay any administrative fees set by the County Council. Failure to provide the Board of Plumbing Examiners evidence of course completion, as set forth shall constitute grounds for not renewing a license.

2. **Definitions.**

A. Professional Education Unit (PEU). The standard unit required by 1103.150 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. ½-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. It is 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 Plumbing Examiners.

G. Board Approval. Approval by the Board, or their designee, of any submittal. The Board at the next regular meeting will automatically review any submittal rejected by the designee.

H. Active year of license. An active license held during any period of any calendar year between January 1 and December 31.

I. Instructor. A person who is determined by the Board as qualified to instruct courses resulting in the awarding of PEU's.

3. At least three (3) PEU's (Professional Education Units), pro rated, of the required twelve (12) PEU's (Professional Education Units) of instruction approved for continuing education credit shall consist of courses which shall cover instruction on any part of or all of the Current St. Louis County Plumbing Code - Chapter 1103 and current Amendments, or the current Plumbing Code referenced in Chapter 1103, or the current Missouri 10 CSR 60-11 Public Drinking Water Program regulation, or the Current St. Louis County Mechanical Code Ordinance - Chapter 1108 and current Amendments, or the Current Mechanical Code referenced in Chapter 1108, or the Current Fuel Gas Code referenced in Chapter 1108, or the Current NFPA Standards regulating Fire Protection, or the Current National Electrical Code referenced in Chapter 1102, or the Current "Rules and Regulations and Engineering Design Requirements for Sanitary Sewerage and Storm Water Drainage Facilities", and the "Standard Construction specifications for Sewers and Drainage Facilities", issued by the Metropolitan St. Louis Sewer District (M.S.D.), or the Current OSHA regulations, or courses covering tax laws, lien laws, and labor Laws. The balance of the twelve (12) PEU's (Professional Education Units) of instruction shall consist of courses which cover instruction on subjects included in Board approved examinations, which have been or may be approved for continuing education credit by rules and regulations established by the Board. The Board will approve those courses that are determined by it to be those through which licensees can remain qualified and can become more competent to provide a higher level of public service and protection.
4. Individual licensees may receive continuing education credit for classroom courses taken in Missouri or another state that 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 your license.

5. All such activities as described above must be pertinent to subjects included in Board approved examinations, or the current Plumbing Code. Professional education activities which may be considered by the Board to be relevant to the requirements of the Plumbing 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 that are awarded PEU credit by the Board;
 - E. Teaching or instructing courses that 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 that 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 Plumbing 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 that will include information required for record keeping and reporting;
 - F. Courses are held in facilities that 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. New licenses obtained within six (6) months of the expiration date of the license.
 - E. 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 Plumbing 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.
 - C. Meetings that are a normal part of in-house training on subjects that do not meet the criteria.
 - D. That portion of any offering devoted to housing, meals or refreshments, entertainment, or transportation.
 - E. Pre-license education that is a requirement for a License under this Code.
 - F. 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.

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) license issued under the current Plumbing Code, are required to obtain required PEU's in an amount equivalent to the number required for one (1) of the licenses only, provided the PEU's are obtained in the license period for each license.
12. PEU's obtained as approved by the Board may be applied for renewal of any license. The PEU's obtained do not have to be specific to the technical trade of the license 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 an 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. A person, institution, or organization responsible for the formation and administration of courses must sponsor all continuing education courses and instructors. 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 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, or April 1, 1999, whichever is later.
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 the Board, in writing, approves it. Courses offered by Schools or Institutions which have been approved by the Department of Labor and possess a Department of Labor Sponsor Program Number, and 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 an independent organization, and accredited colleges or universities who award college credit do not need to submit Courses for approval.
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, or April 1, 1999, whichever is later. Applications shall be submitted on a form prescribed by the Board of Plumbing Examiners and 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 Two (2) hours in duration will not be reviewed or approved. The Two (2) hours do not have to be on the same day, nor on the same subject, but continuity will be considered in evaluation of the program. Courses which include a series of one (1) hour individual sessions which total at least Two (2) hours would be considered.
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 Plumbing 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. Dates, times and location(s) of pre-approved classroom course offerings shall 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 part of the continuing education requirement through attendance at seminars sponsored by organizations as a part of regularly scheduled meetings.
2. All applications for 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 that 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 A: 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 course approval shall conform to **Section 3** and must also include the following:
 - A. A videotape or audiotape 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.
Individual Study Courses provided by organizations, that has one or more member(s) licensed under the Code requiring PEU's defined by these "Rules", shall obtain the services of an approved outside agency to provide, examine and grade the required examination
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 8 B: Individual Study Courses
WEBINARS

Webinars will be approved for continuing education subject to the following requirements:

1. Subject and content must meet requirements listed elsewhere in these rules.
2. Approved Webinar must be sponsored and presented by an organization or a manufacturer nationally. It may not originate and be presented locally.
3. The webinar must be advertised nationally.
4. The sponsor of the webinar must provide a certificate of completion.

5. The webinar must award a minimum of 0.1 CEU as defined by IACET, or an equivalent award.
6. For credit submittal must be made on the form and following the same rules as credit requested for non-preapproved courses.

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 Plumbing 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.

Board of Plumbing Examiners
 Dept. of Public Works, 41 S. Central, St. Louis, MO, 63105-1917

Individual Request for Continuing Education Credit

LICENSE NUMBER IS REQUIRED IN ORDER TO RECEIVE CREDIT FOR THE COURSE.

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, provide 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: _____	Licensee License Number: _____
Address: _____	Licensee Phone: _____
City, State, Zip Code: _____	Licensee Fax: _____
Licensee e-mail Address _____	

Course Title: _____	
Course Sponsor: _____	
Sponsor Address: _____	
Sponsor City/State/Zip: _____	
Contact person: _____	Sponsor Phone Number: _____
Date of Course Certificate: _____	Hours Spent in Class: _____
Where was Course held? City and State: _____	

_____ Signature of License Holder	_____ Printed Name	_____ Date
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- 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 printed statement describing the course's content.

Portion below is for use by Board of Examiners and becomes the Certificate of record.

Credit Hours granted: _____	PEU's granted: _____	_____	Elective	_____	Core
Credit Hours granted: _____	PEU's granted: _____	_____	Elective	_____	Core
College Credit Hours granted: _____	PEU's granted: _____	_____	Elective	_____	Core
Continuing Education Credits granted: _____	PEU's granted: _____	_____	Elective	_____	Core

Returned for more information

Rejected

_____ Signature – Barry Ramsey, Secretary, Board of Plumbing Examiners	_____ Action Date
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Remarks:
St. Louis County MO Board of Plumbing Examiners
Continuing Education Rules and Regulations

Revision August 9, 2017
Page 11 of 17 pages

**Board of Plumbing Examiners
Dept. of Public Works, 41 S. Central, St. Louis, MO, 63105-1719
Sponsor Application For Continuing Education**

Sponsor: _____ Sponsor Fed. I.D. # _____

Address: _____ Sponsor Phone: _____

City, State, Zip Code: _____ Sponsor Fax: _____

Sponsor e-mail Address _____

Sponsor's type of business organization:

<input type="checkbox"/> Individual proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trade Union School	Other (Please List):
<input type="checkbox"/> University/college/school	<input type="checkbox"/> Corporation	<input type="checkbox"/> Contractor Organization	
<input type="checkbox"/> Other public institution	<input type="checkbox"/> Association	<input type="checkbox"/> Manufacturer / Supplier	

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

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 2 hours 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;

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.

Date

Printed Name of Administrator

Signature of Administrator

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

My commission expires: _____

St. Louis County Board of Plumbing Examiners
Dept. of Public Works, 41 S. Central, St. Louis, MO, 63105-1917
Application For Approval Of Continuing Education Course

Course Provider Name:

Provider Number: Fed ID #: _____

Address: _____

City, State, Zip+4 _____

Telephone #: _____ Cell # _____

e-mail address: _____ Fax # _____

Course Title: _____

Course Number: _____ (Same as below)

(Sponsor shall list Course number-Combination of letters or numbers Maximum 10 -The Board will assign if number is a duplicate)

- 1. Core Curriculum SLCRO 1103.150
A. Current St. Louis County Plumbing Code Ordinance – Chapter 1103 and current Amendments.
B. Current Plumbing Code referenced in Chapter 1103. (UPC)
C. Current Missouri 10 CSR 60-11 Public Drinking Water Program regulation.
D. Current St. Louis County Mechanical Code Ordinance – Chapter 1108 and current Amendments.
E. Current Mechanical Code referenced in Chapter 1108. (IMC)
F. Current National Fuel Gas Code referenced in Chapter 1108. (IFGC)
G. Current NFPA Standards regulating Fire Protection.
H. Current National Electrical Code referenced in Chapter 1102.
I. Current OSHA regulations.
J. Current "Rules and Regulations and Engineering Design Requirements for Sanitary Sewerage and Storm Water Drainage Facilities", and the "Standard Construction specifications for Sewers and Drainage Facilities", issued by the Metropolitan St. Louis Sewer District (M.S.D.)
K. Tax laws, Lien laws, and Labor Laws.

2. Elective Course:

3. Contact Hours: ___ 2 hours ___ 4 hours ___ 8 hours ___ Hours (if not listed previous)

Attach the following:

- 3. A complete teaching outline if appropriate; or
4. Any other material that might 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 Plumbing Examiners 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.

Course Number: _____

(Sponsor may list Course number or the Board will assign it)

Signature of Provider/ Sponsor/ Administrator

Portion below is for use by Board of Examiners

PEU's Approved: ___ Core ___ Elective

Signature

Date Approved

Board of Plumbing Examiners
***Continuing Education Course Completion Certificate**

LICENSE NUMBER IS REQUIRED IN ORDER TO RECEIVE CREDIT FOR THE COURSE.
(Suggested Format)

Certificate must contain same information, however same form not required

Sponsor Number: _____

Sponsor: _____

Address: _____

City/State/Zip _____

Licensee's Name _____

St. Louis County License
Number & Last 4 Digits
SS# _____

Course Name (PRINT): _____

Course #: _____ PEU's Awarded: _____

Course Completion Date: _____

Course 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.

FORM D

Board of Plumbing Examiners
***Continuing Education Course Completion Certificate**
Multi-subject Organizational Meeting Seminars

Sponsor _____ Sponsor Number _____

Address _____

City/State/Zip _____

Course # _____ PEU's (Board awarded) _____

Course Name: _____

Meeting Location: _____

Meeting Date: _____

Licensee's Name:

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

Attendance Verification Signature:

Signature of Sponsor or Sponsor's Agent

Name of Person Signing (typed or printed)

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

**Board of Plumbing Examiners
Continuing Education Course Attendance Roster**

LICENSE NUMBER IS REQUIRED IN ORDER TO RECEIVE CREDIT FOR THE COURSE.

Sponsor Name: _____

Sponsor Number: _____ Date: _____ Course Number: _____

PEU's Awarded: _____ Core _____ Non-Core: _____ Course Name: _____

Instructor: _____ S S # _____

LICENSE NUMBER & LAST 4 DIGITS SS # <i>REQUIRED FOR CREDIT</i> <i>IF NOT, CREDIT WILL NOT BE ISSUED!!!</i>	PRINTED NAME (IN)	SIGNATURE (OUT)

Sponsor Verification Signature: _____

Sponsor Printed Name: _____