

**MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY
CONSTRUCTION CODES AND LICENSING
LICENSING AND CERTIFICATION SERVICES**

443 Lafayette Road N. • St. Paul, MN 55155

Phone: (651) 284-5012 • 1-800-657-3944

qli.license@state.mn.us • www.dli.mn.gov/cclld.asp

November 29, 2011

Builders License Training
5112 Us 31 N
Williamsburg, MI 49690

SUBJECT: Course Approval Registration S1009282

Your application for continuing education entitled ONLINE PROJECT MANAEMENT INCLUDING ENERGY CODE has been approved with a course program id number 20110086 and approved until November 28, 2014.

Code/Energy Hours: 2.00

Other Hours: 5.00

Your instructor(s) have been approved to teach continuing education. If you use other instructors, they must complete an Instructor Approval Application form and be approved by our office.

David Francis

Instrucor approval only recognizes that the person(s) named above has (have) met the minimum requirements for approval. The provider is responsible to ensure instructors have the appropriate expertise of the subject matter to be presented. Construction Code and Licensing Division (CCLD) staff randomly audits educational programs for compliance with Minnesota Rules 3800.3600 through 3800.3603 and may withdraw approval of programs that do not meet these requirements.

All program attendance and summary records must be submitted in a manner approved by CCLD. Note: All documentation must have a Minnesota Program ID number issued by CCLD in order for our office to expedite the paperwork (i.e. rosters and certificates). Licensees will only be given continuing education credit for the hours that are approved for this course. Partial credits cannot be awarded to those who attend part of the course.

The Department of Labor and Industry, CCLD allows registered sponsors of pre-qualified continuing education courses to electronically submit the attendance records for a CE course session directly to the department by accessing:

<https://secure.doli.state.mn.us/CCLDCE/default.aspx>

The CE sponsor is required to enter the following information online:

Registration Number: **S1009282**
CE Course Number: **20110086**

Access Code: **7827**
Session Date: **<date of session>**

You will be required to enter the license number of each license holder who attended the continuing education course session. You will receive a confirmation email after you have successfully submitted the CE course attendance information.

You must submit notification to our office of ALL future presentation dates, not less than 14 days prior to a presentation of an education program. If you have further questions, please contact Josephine Steinhoff at 651-284-5034.

Sincerely,

Licensing and Certification Services
Construction Codes and Licensing Division