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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

STANLEY "SKIP" PRUSS
DIRECTOR

TO: All Code Update Course Providers

SUBJECT: Requirements for the 2008 Code Update Course Approvals

Upon completion of the update course the course provider must submit to the Electrical Division:

1. The instructor will be required to provide the original completed program roster. The roster is required to be mailed to our office within 10 business days of the program conclusion. Retain a copy of the roster for your records.
2. A completed roster must include the name, license number(s), initials, dates and the total hours. Licensees must complete all 15 hours to receive credit.
3. Please use master, journey, fire alarm specialty technician, and sign specialist numbers on the rosters, as contractor's license does not require a course to renew their license.
4. Instructor's must use the rosters provided by the State of Michigan or a roster approved by the Electrical Administrative Board.
5. The instructor's signature must appear on all pages of the roster certifying the licensee has completed the course.
6. Internet and correspondence course providers using a proctored exam as the method of verification of completion of an approved code update course must complete the proctor verification section on the roster. Exams must be delivered to the proctor from the course provider and returned to course provider directly from the proctor. Student must not be in possession of exam material without proctor present.
7. Any improper or incomplete roster will be returned to you for completion.
8. Certificates issued to class attendees must contain the following information: course approval number, course provider information, date certificate was issued, Students name, address, license number, Instructors signature certifying that the licensee completed the course in accordance with PA 217 of 1956 and the Electrical Administrative Board General Rules.
9. Provide the original completed certificate to the licensee. Retain a copy for your records. **Do not** send a copy of the certificate to the Electrical Division.

You have access to download the form for the code update roster or sample certificate of completion from our website at: www.michigan.gov/bcc.

Providing for Michigan's Safety in the Built Environment

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