

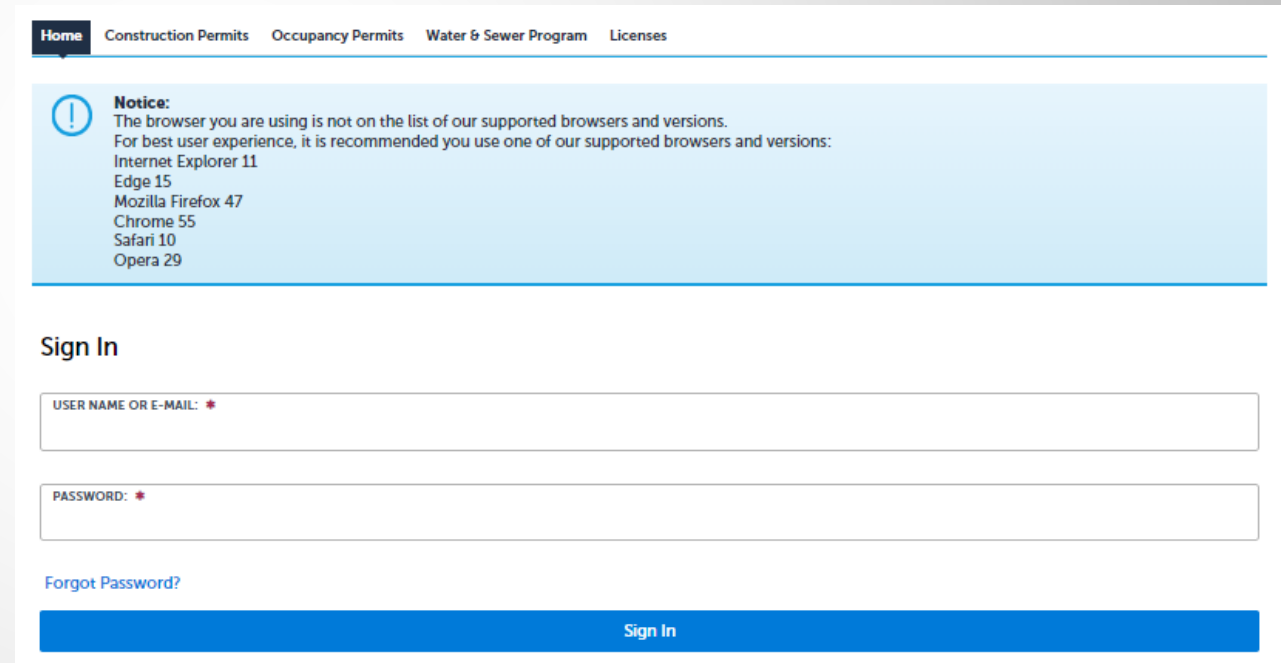
How To Submit an Individual Course Approval Request (Form CE-A)

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Submit an Individual course approval request

This option is used when a course has not been approved by the Mechanical Licensing Board. Do not complete an application if class has been approved

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



The screenshot shows the top navigation bar with links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation is a light blue notice box with a warning icon and 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 is a "Sign In" section with two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". There is a "Forgot Password?" link below the password field. At the bottom of the sign-in section is a blue button labeled "Sign In".

Board approved classes can be found on the Mechanical Licensing web page

Individual course approval request

From the home screen, select the License tab which will bring you to this screen

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

License Application

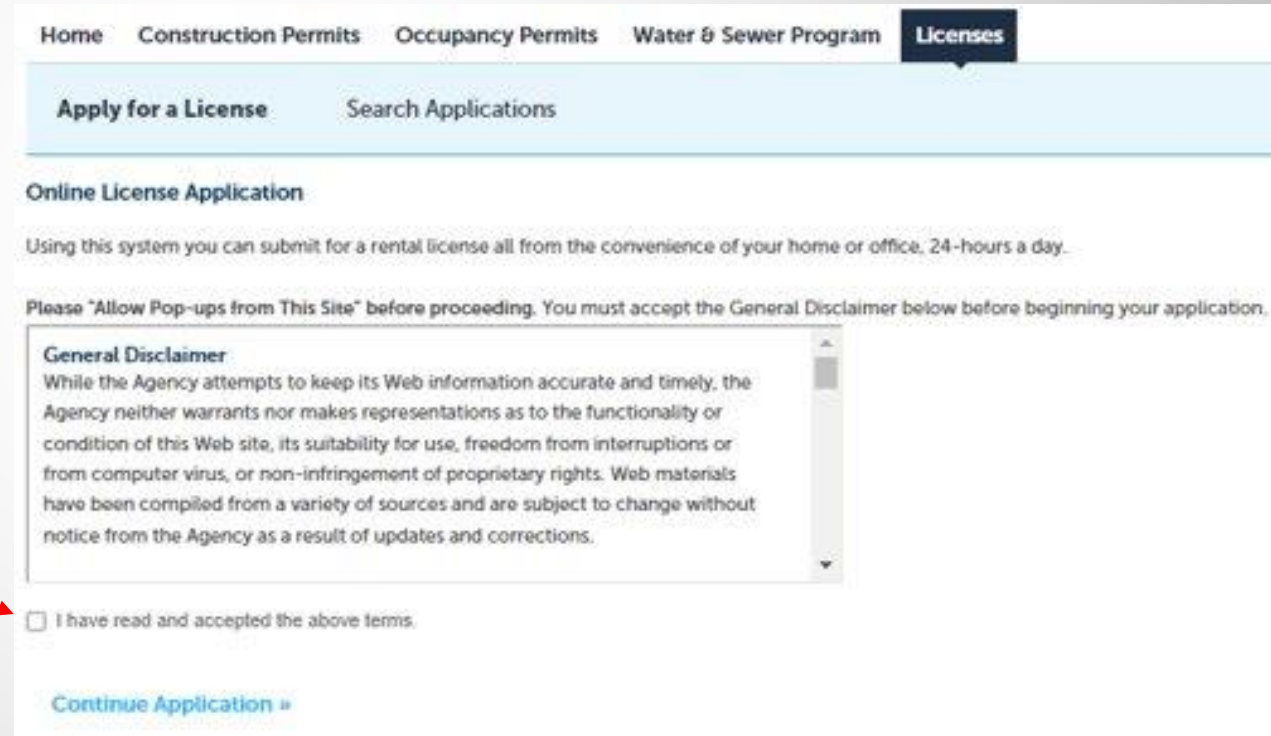
Showing 1-2 of 2 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	License Number	License Type	Status
<input type="checkbox"/>	03/18/2023	[REDACTED]	PIN Record	
<input type="checkbox"/>	03/18/2020	[REDACTED]	Journeyman Mechanical License	Active

Click on Apply for a License

Individual course approval request

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



The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the menu is a light blue bar with 'Apply for a License' and 'Search Applications' buttons. The main content area is titled 'Online License Application' and includes a paragraph about submitting applications 24/7. A warning message asks the user to allow pop-ups and accept a 'General Disclaimer'. The disclaimer text is shown in a scrollable box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' and a 'Continue Application »' button.

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.

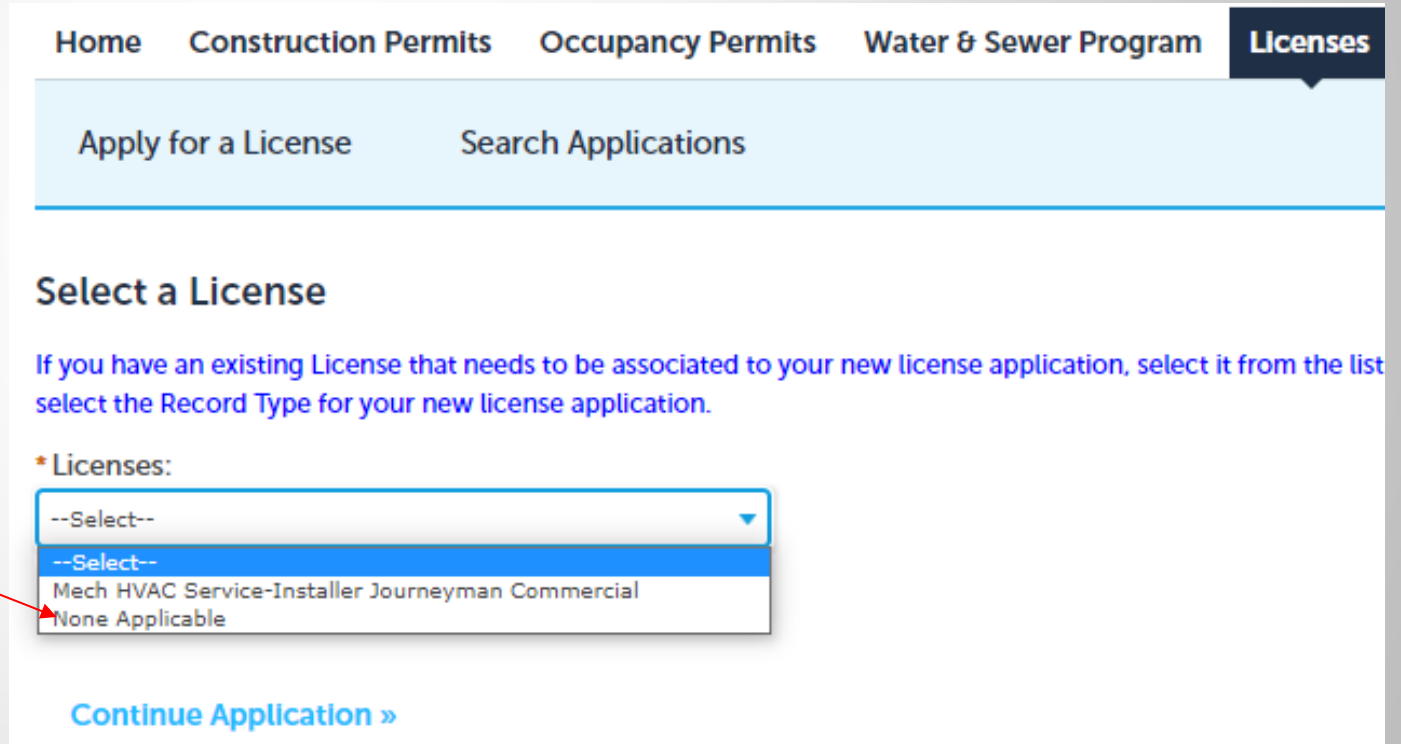
I have read and accepted the above terms.

[Continue Application »](#)

Individual course approval request

Select

None Applicable, then
continue application



The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the menu is a light blue bar with 'Apply for a License' and 'Search Applications' buttons. The main content area is titled 'Select a License' and includes a blue instruction: 'If you have an existing License that needs to be associated to your new license application, select it from the list select the Record Type for your new license application.' Below this is a dropdown menu labeled '* Licenses:' with options: '--Select--', 'Mech HVAC Service-Installer Journeyman Commercial', and 'None Applicable'. A red arrow points from the text 'None Applicable, then continue application' to the 'None Applicable' option in the dropdown. At the bottom of the form is a blue link: 'Continue Application »'.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

Select a License

If you have an existing License that needs to be associated to your new license application, select it from the list select the Record Type for your new license application.

* Licenses:

- Select--
- Mech HVAC Service-Installer Journeyman Commercial
- None Applicable

[Continue Application »](#)

Individual course approval request

Select

Continuing Education

Continuing Education
Individual Course
Approval Request

Continue Application

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

Select a Record Type

Select the following license type.

Search

- ▼ 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 »](#)

Individual course approval request

Step 1 – Contact information

Applicant and **Licensed professional** section should be already populated.

If not “select from account” buttons will add your information

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

Continuing Education Individual Course Approval Request

1 Contact Information 2 Supporting Documentation 3 Review

Step 1: Contact Information > Contact Information

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

Licensed Professional

If your licensed professional information is not pre-populated, click the Select from Account or Look Up button.

Select from Account Look Up

Individual course approval request

Step 1 – Contact information

Course Discipline
select Mechanical

Continuing Education
Select “add new”
button to add course

Course Discipline

COURSE INFORMATION

* Course Discipline:

Continuing Education

Click the Add New button to add a continuing education course that has not yet been approved.

Note: If you click the Select from Contact button to add an approved course, you will not be able to proceed.

[Select from Contact](#) [Add New](#)

Summary of Continuing Education
Total Required Hours: 0 Total Remaining Hours:

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
No records found.			

▼ **Continuing Education List**
Showing 0-0 of 0

Continuing Education Name	Required	Provider Name	Provider Number	Action
No records found.				

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

Individual course approval request

Step 1 – Continuing Education Information

Enter required information

If there is no course number for the class taken, enter N/A

Sponsor name is agency providing course

Sponsor Number – enter N/A

Scroll down to click “save & close” button

Continuing Education Information ×

* Continuing Education Name:

* Course Number: * Completion Date: * Hours of Class:

Final Score:

* Sponsor Name: * Sponsor Number:

Address 1:

Address 2:

Address 3:

City: State: Country: Zip Code:

Business Phone: Phone Number 2: Fax:

E-mail: Required:

Individual course approval request

Step 1 – Continuing Education Information

The course information is now visible, green check mark indicates information was added successfully.

You can click on Actions if you want to edit before continuing

Only one course is allowed per application

Continue application

Continuing Education

Click the Add New button to add a continuing education course that has not yet been approved.
Note: If you click the Select from Contact button to add an approved course, you will not be able to proceed.

[Select from Contact](#) [Add New](#)

Summary of Continuing Education

Total Required Hours: 0 Total Remaining Hours: 0

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
Welding 101	0	5	0

▼ Continuing Education List
✔ Continuing education added successfully.

Showing 1-1 of 1

Continuing Education Name	Required	Provider Name	Provider Number	Action
Welding 101	No	Welding Education	Enter N/A	Actions ▼

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

Individual course approval request

Step 2 – Supporting Documentation

Required documentation

1. Course Content Description
2. Proof of Course Completion

Click “add” button to upload PDF document

The screenshot shows a web application interface for 'Licenses'. The navigation bar includes 'Home', 'Construction Permits', 'Occupancy Permits', 'Water & Sewer Program', and 'Licenses'. Below the navigation bar, there are links for 'Apply for a License' and 'Search Applications'. The main heading is 'Continuing Education Individual Course Approval Request'. A progress bar shows four steps: 1. Contact Information (green), 2. Supporting Documentation (yellow, current step), 3. Review (grey), and 4. Record Issuance (grey). Below the progress bar, the heading is 'Step 2: Supporting Documentation > Supporting Documentation'. The text states: 'The following documents are required to be uploaded: 1. Course Content Description 2. Proof of Course Completion'. A note at the bottom right says '* indicates a required field.' Below this is an 'Attachment' section with a blue header. It contains a warning: '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;mht;mhtml;msc;msp;mst;php;pif;scr;sct;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. Course Content Description, Proof of Course Completion'. Below the warning is a table with columns: Name, Type, Size, Latest Update, and Action. The table is empty with the text 'No records found.' Below the table is an 'Add' button. At the bottom of the page, there is a 'Save and resume later' button and a 'Continue Application >' link.

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

Continuing Education Individual Course Approval Request

1 Contact Information 2 Supporting Documentation 3 Review 4 Record Issuance

Step 2: Supporting Documentation > Supporting Documentation

The following documents are required to be uploaded:

1. Course Content Description
2. Proof of Course Completion

* 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;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;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.
Course Content Description, Proof of Course Completion

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later Continue Application >

Individual course approval request

Step 2 – Supporting Documentation

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

After file is selected, select continue



Individual course approval request

Step 2 – Supporting Documentation

Select type of record that was just uploaded

After file type is selected, select Add button, popup reappears

Continue process until all files are uploaded and type is identified

Once completed select save, then continue application (not pictured)

Continuing Education Individual Course Approval Request

1 Contact Information 2 Supporting Documentation 3 Review

Step 2: Supporting Documentation > Supporting Documentation

The following documents are required to be uploaded:

1. Course Content Description
2. Proof of Course Completion

Attachment

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;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vbe
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit the following types of documents: Course Content Description, Proof of Course Completion

Name	Type	Size	Latest Update	Action
No records found.				

* Type:

--Select--
--Select--
Course Content Description
Proof of Course Completion
documents/01/mc:pat

100%

Description:

Save Add Remove All

Second upload will be under the first

Individual course approval request

Step 3 – Review

Review information prior to
submittal

Check box indicating you
understand the statement

Continue application

Course Discipline

COURSE INFORMATION [Edit](#)

Course Discipline: Mechanical

Continuing Education

[Edit](#)

Summary of Continuing Education
Total Required Hours: 0 Total Remaining Hours: 0

Continuing Education Name	Required Hours	Completed Hours	Remaining Hours
Welding 101	0	5	0

▼ **Continuing Education List**
Showing 1-1 of 1

Continuing Education Name	Required	Provider Name	Provider Number	Action
Welding 101	No	Welding Education	Enter N/A	Actions ▼

Attachment

[Edit](#)

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;html;ins;isp;jar;js;je;lib;lnk;cmd;mh;html;msc;msp;mst;php;pdf;scr;sc;shb;sys;vb;vbe;vbs;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.
Course Content Description, Proof of Course Completion

Name	Type	Size	Latest Update	Action
Documents on file.pdf	Course Content Description	34.63 KB	04/14/2023	Actions ▼
Documents on file II.pdf	Proof of Course Completion	34.33 KB	04/14/2023	Actions ▼

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.

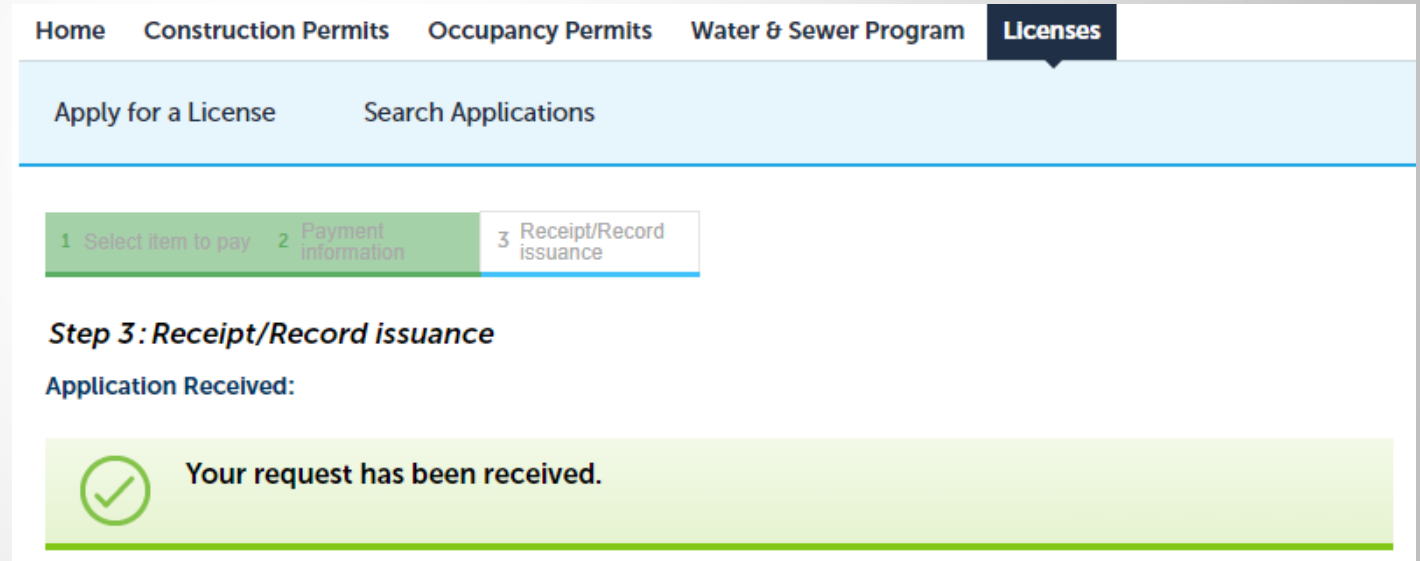
By checking this box, I agree to the above certification. Date: _____

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

Individual course approval request

Step 3 – Receipt

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



The screenshot displays a web application interface with a navigation menu at the top. The menu items are: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' menu item is highlighted with a dark blue background and white text. Below the navigation menu, there is a light blue header bar containing two links: 'Apply for a License' and 'Search Applications'. A progress indicator below the header bar shows three steps: '1 Select item to pay', '2 Payment information', and '3 Receipt/Record issuance'. The third step is highlighted in green. Below the progress indicator, 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.'