



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF ELECTRICAL EXAMINERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

Enter Name and Address of Contact to Whom Response Should Be Mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR APPROVAL OF CONTINUING EDUCATION COURSE**

**INSTRUCTIONS**

Complete this form to request approval of an organized educational activity for credit toward the required continuing education (CE) for maintaining a Delaware electrician license. Either Delaware licensees or program providers may submit a request. Submit this request **no later than ten business days** before the Board's meeting to the address above. **For full details on CE requirements, see Section 8.0 of the Board's [Rules and Regulations](#).**

- Complete request form.
- If request is submitted by a course provider, enclose fee of \$40 by check or money order payable to "State of Delaware." If a Delaware licensee submits the request, no fee is required.**
- Enclose course outline, brochure or agenda showing breakdown of time allotted for each part of course content.
- Enclose a resume or *curriculum vitae* of the instructor.

**REQUESTER COMPLETES THIS SECTION**

1. Requester (check one):  Course Provider  Delaware Licensee
2. If you are a Delaware licensee requesting approval of a course, enter:  
Your Name: \_\_\_\_\_ Delaware License #: T \_\_\_ - \_\_\_\_\_
3. Name of Course Provider: \_\_\_\_\_
4. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Provider Address: \_\_\_\_\_  
Street City State Zip Code
6. Email: \_\_\_\_\_ Website URL: \_\_\_\_\_
7. Course Title: \_\_\_\_\_
8. Date(s) Offered: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

**BOARD OFFICE COMPLETES THIS SECTION**

- Board Review Date: \_\_\_\_\_
- Approved for \_\_\_\_\_ hours Course Approval # \_\_\_\_\_ Approval Expires: 8/31/20 \_\_\_\_\_**  
Course certificates **must** include all of the following:
- Board Review Date (above)
  - Course Approval # (above), and
  - Course Title as shown above.
- Tabled – Reason(s): \_\_\_\_\_
- Denied – Reason:  Not directly related to professional growth.  
 Other: \_\_\_\_\_

**CERTIFICATES WITHOUT A COURSE  
APPROVAL NUMBER WILL NOT BE ACCEPTED!**