



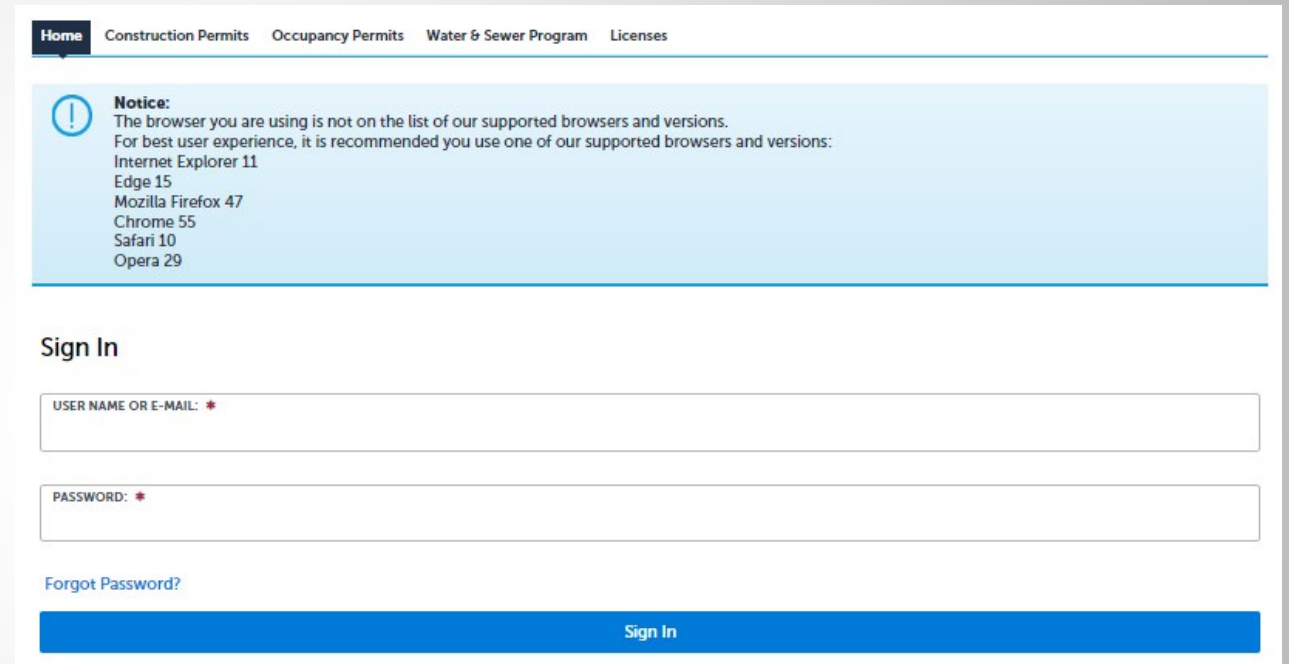
How To Submit an Individual Course Approval Request

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 Plumbing 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 Plumbing 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 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

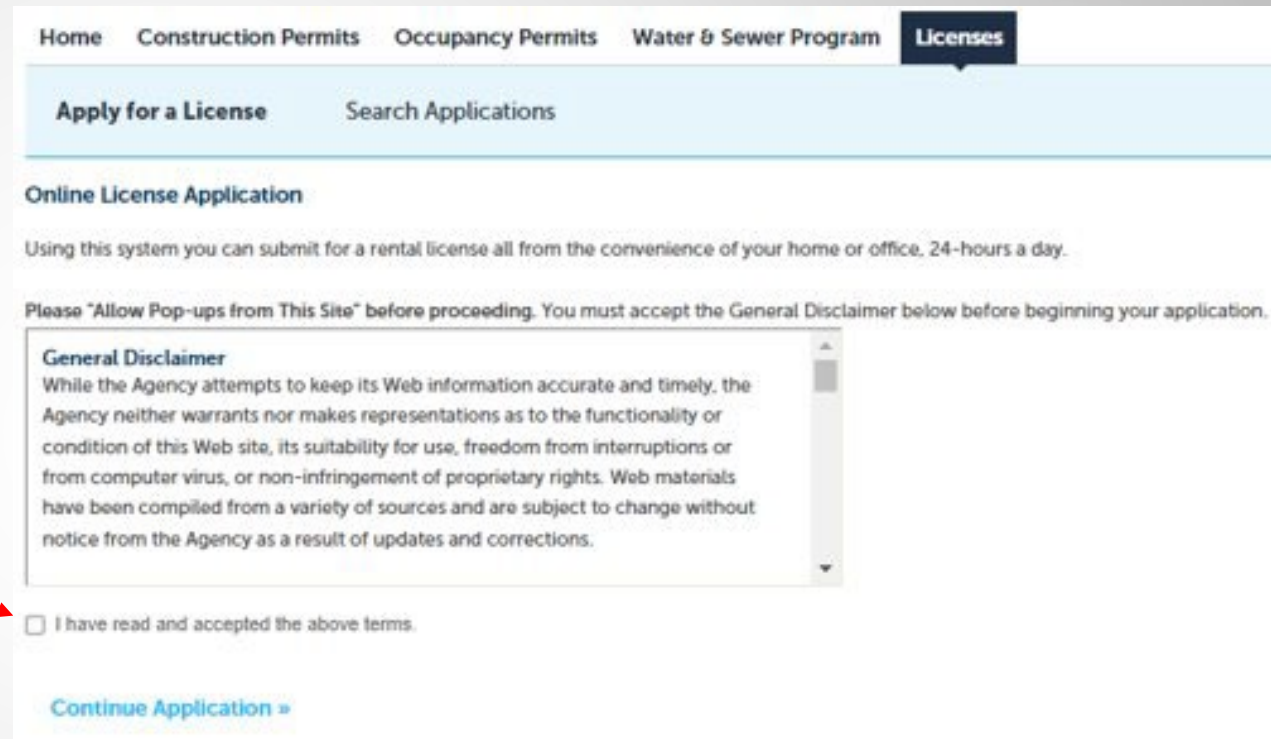
Use the dropdown menu to change the Search type.

General Search

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: 'Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.' Below this is a warning: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A scrollable box contains the 'General Disclaimer' text: '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.' At the bottom of the scrollable box is a checkbox labeled 'I have read and accepted the above terms.' Below the checkbox is a blue button labeled 'Continue Application »'. A red arrow points from the text on the left to the checkbox.

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.

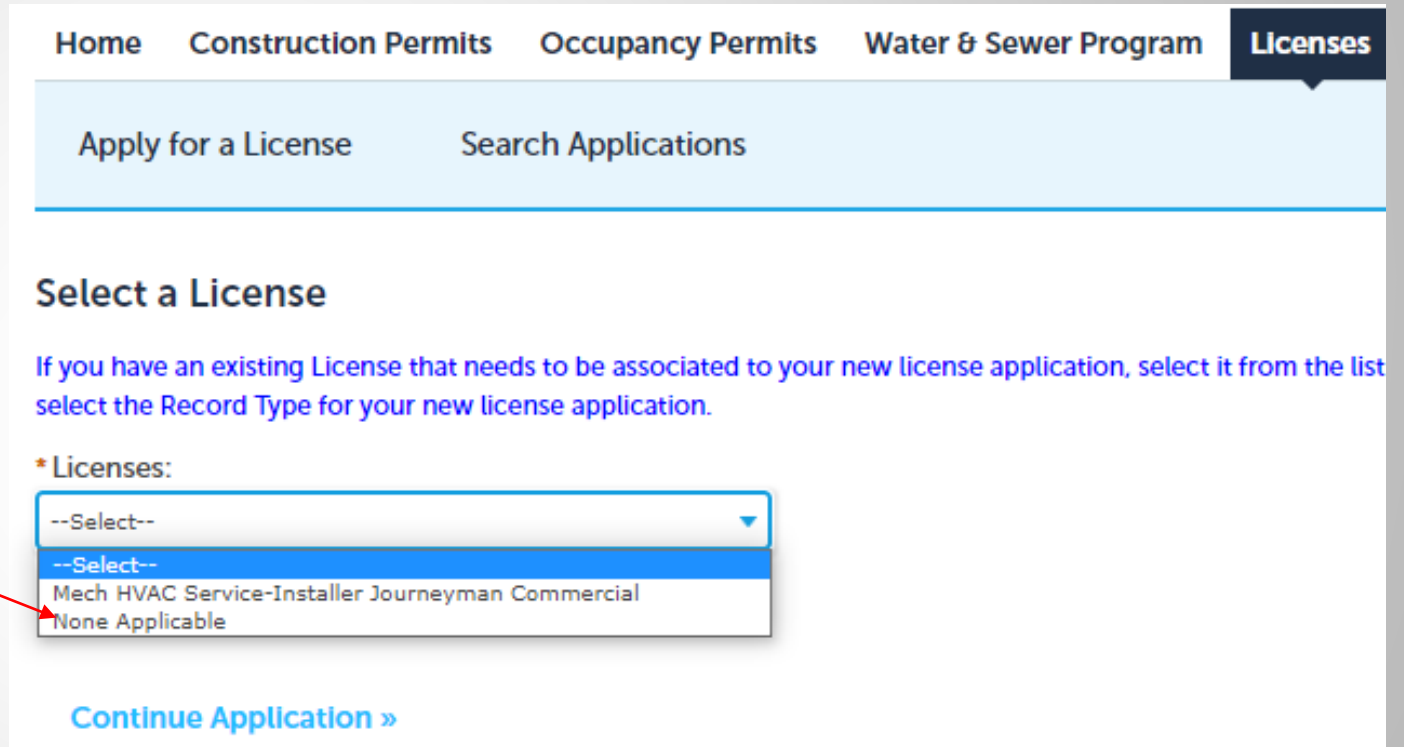
I have read and accepted the above terms.

[Continue Application »](#)

Individual course approval request

Select

None Applicable, then
continue application



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation bar are two buttons: Apply for a License and Search Applications. 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 the following options: "--Select--", "--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 button labeled "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--
- 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.

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	Provider Name	Provider Number	Class	Completion Date	Action
No records found.					

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 'Continuing Education Individual Course Approval Request'. The navigation menu includes Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The main content area shows a progress bar with four steps: 1 Contact Information, 2 Supporting Documentation (highlighted), 3 Review, and 4 Record Issuance. Below the progress bar, the current step is 'Step 2: Supporting Documentation > Supporting Documentation'. A list of required documents is provided: 1. Course Content Description, 2. Proof of Course Completion. A note indicates that '*' indicates a required field. The 'Attachment' section includes a warning about a 500 MB file size limit and a list of disallowed file types. Below this is a table with columns for Name, Type, Size, Latest Update, and Action, which currently shows 'No records found.' and an 'Add' button. At the bottom, there are buttons for 'Save and resume later' and 'Continue Application »'.

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;pdf;scr;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
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



File Upload ✕

The maximum file size allowed is 500 MB.
.adp;.bat;.chm;.cmd;.com;.cpk;.exe;.hta;.htm;.html;.inc;.isp;.jar;.js;.jse;.lib;.lnk;.mdb;.or
are disallowed file types to upload.

Continue Add Remove All

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;vb;vbe
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit 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 or msc.pat

100%

Description:

Save Add Remove All

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;mde;mht;mhtml;msc;mst;php;plf;scr;scrt;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.

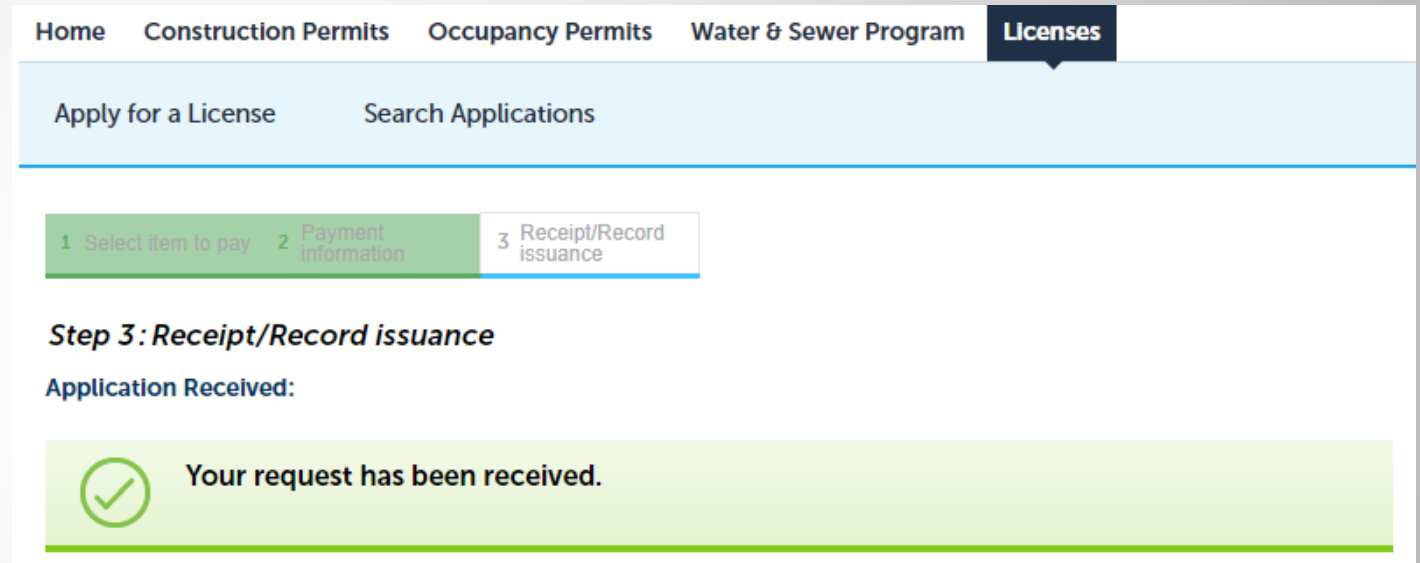
By checking this box, I agree to the above certification. Date: _____

[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.




Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Application Received:

 Your request has been received.