



INFORMATION CONCERNING CONTINUING EDUCATION ELECTRICAL BUREAU

ELECTRICAL BUREAU
215 E 7TH STREET
DES MOINES, IOWA 50319

This document provides information to Continuing Education providers offering courses to electrical license holders in the State of Iowa. Continuing Education providers should also review Section 103.18 of the Iowa Code for information on Continuing Education for Electricians.

1. For courses to be accepted for continuing education credit, COURSES AND INSTRUCTORS must have prior approval of the board. Approved courses must be delivered by approved instructors and approved instructors must deliver approved course for the course to be accepted for continuing education credit.
2. All continuing education courses approved by the Iowa Electrical Examining Board are subject to audit by current Electrical Examining Board members. Instructors and institutions/businesses offering courses to Iowa electricians for the purpose of satisfying continuing education requirements for continued licensure shall permit members of the Electrical Examining Board to attend classes, in full, without charge for attendance. Reasonable fees for course materials will be paid by the Iowa Electrical Examining Board. Board members who hold electrical licenses will not be permitted to obtain continuing education credit for their electrical license by auditing courses.
3. Each student completing a continuing education course approved by the Electrical Examining Board shall be issued a Certificate of Completion by the Continuing Education provider. The Certificate of Completion shall include the following:
 - Name and license number of the participant or last 4 of SSN if license has not been issued
 - Course name
 - Course Board Approval #
 - Date of course
 - Actual number of hours of course attendance
 - Instructor's name and Board Approval #
 - Signature of Instructor
4. Within 30 days of the completion of the course, the instructor shall submit a course completion roster for the course. The roster shall include the following:
 - Names and license numbers of all participants or the last 4 of SSN if license has not been issued (Printed)
 - Signature of participants
 - Course name
 - Course Board Approval #
 - Date of course
 - Location of course
 - Actual number of hours of course instruction
 - Instructor's name and Board Approval #
 - Signature of Instructor
5. Applications for renewal of Instructors and courses shall be submitted every three years, corresponding with electrician license renewal cycles. Applications will be accepted beginning not more than 120 days prior to the ending effecting date of the course or instructor approval period.
6. Regardless of the Continuing Education Provider, the Course Instructor is responsible for submitting all required documents to the Iowa Electrical Examining Board within 30 days of course completion.