Kay Ivey
Governor

STATE OF ALABAMA
PLUMBERS & GAS FITTERS
EXAMINING BOARD

216 AQUARIUS DRIVE, SUITE 319
HOMEWOOD, AL 35209
PHONE (205)945-4857
FAX (205)945-9915
WEB: www.pgfb.alabama.gov
EMAIL: staff@pgfb.alabama.gov

James M. Morgan
Executive Director

CONTINUING EDUCATION NON-TRADITIONAL CE REQUEST FORM

This form is to be completed by a certificate holder who wishes to request acceptance of continuing education (CE) hours from a provider and/or course that is not currently on the Board's list of approved providers and/or courses. **YOU MUST FILL OUT ALL REQUESTED INFORMATION, ATTACH DOCUMENTATION REQUESTED IN SECTION D, AND SUBMIT PAYMENT OF THE $25 NON-TRADITIONAL CE REQUEST FEE FOR CONSIDERATION. THIS FEE IS NON-REFUNDABLE EVEN IF YOUR REQUEST IS NOT APPROVED.**

SECTION A: CERTIFICATE HOLDER INFORMATION

Name:_____ Certification #:_____

Address:_____

Telephone:_____Email:_____

SECTION B: COURSE INFORMATION

Date of course attended:_____

Course title:_____

Course Instructor(s):_____

CE Hours Requested (Courses must be a minimum of 1 hour):_____

Resource Material (Include multi-media equipment or other instructional aids):_____

_____

Please select a course type (you may choose more than one):

[ ] Appliance Installation
[ ] Business Operations
[ ] Finance/Business Management
[ ] Alabama Law/Rules and Regulations
[ ] Plumbing Theory
[ ] Other (Describe):_____
[ ] Engineering
[ ] Gas Piping Theory
[ ] OSHA/Job Safety
[ ] ICC Codes

CONTINUING EDUCATION NON-TRADITIONAL CE REQUEST FORM

SECTION C: COURSE PROVIDER INFORMATION

Name of Provider:_____

Street Address: _____

Mailing Address:_____

Telephone:_____Fax:_____

Contact Person: _____

Email Address:_____

Website:_____

SECTION D: REQUIRED DOCUMENTATION

These documents must be attached to this form for your request to be considered:

- Certificate of completion of course
- Notarized letter from provider outlining provider's information, instructor's names and credentials, content of course, and your completion of course

SECTION E: FEES: This application must be submitted along with $25.00 nontraditional continuing education request fee. Payment can be made via e-check or credit card by filling out the appropriate form or by mailing check or money order.

SECTION F: CERTIFICATION OF INFORMATION AND UNDERSTANDING

By my signature below, I acknowledge that I understand that if any required information has not been provided, my application will not be considered. I also understand that the $25 request fee is nonrefundable and is charged whether my request is approved or denied. I understand that my request must be reviewed for approval by the Board and if it is not approved prior to the deadline for completing continuing education requirements, I may be subject to a deficiency plan and deficiency fee. I understand that continuing education requirements must be completed prior to renewal of my certification and that if my certification is not renewed by December 31, I will be subject to a late renewal penalty. I understand that approved nontraditional CE courses must comply with the standards for approved providers and courses set forth in Ala. Admin. Code r 720-x-21.-.05 and 720-x-21-.06.

Signature:_____

Date:_____