



# Plumber Continuing Education Course Application

**\$209.15 for each new course (GL Code 2261)** - submit 4 copies of all documents.  
**\$104.40 for each renewal (GL Code 2262)** - submit 1 copy of all documents.

**For Department Use Only**  
**Course ID #**

**Note:** The department must receive the completed application at least **45 days before** the proposed course is offered.

**Incomplete applications will be returned**

<p><b>Check one below</b></p> <p><input type="checkbox"/> Renewal for Course Id #</p> <p><input type="checkbox"/> New Course</p> <p><b>Check one for course delivery, Exam questions &amp; answers required:</b></p> <p><input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> Correspondence</p> <p><input type="checkbox"/> Internet</p>	<p><b>Check one below</b></p> <p><input type="checkbox"/> Plumbing Code – with Washington state amendments</p> <p><input type="checkbox"/> Industry Related – Plumbing</p> <p><input type="checkbox"/> Industry Related - Electrical</p> <p><input type="checkbox"/> Pump Installer – Combination (50% plumbing, 50% Electrical)</p>
<p>Has this course been approved for continuing education accreditation in another state or state agency?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, what state or state agency(s)?</p>	

<b>Course</b>	<b>Sponsor ID Number</b>	
Course Title:	Name:	
Hours of Credit Request	Address:	
Open to Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	City	State Zip Code
	Contact person	Phone Number
	Instructor(s)	
	Contact Email	

**Please be sure the following items are submitted with your course application:**

**Course Outline**

Attach a detailed outline of the course content, including specific plumbing code articles referenced. Outline must support number of hours being requested.

**List of Materials/Visual Aids**

Include texts and references-attach extra page(s) if necessary.

**Instructor Qualifications**

Attach a current resume and copies of applicable licenses.

**Note:** Washington Administrative Code (WAC) Chapter 131-16-080 & 091 has been adopted as the standard for approval of instructor qualifications.

**Course Certificate of Completion**

A sample copy of the completion certificate issued to the course participants.

**Course Roster**

A sample copy of the course completion roster.

State of Washington  
Department of Labor and Industries  
Plumber Certification

**Standards for Continuing Education Instructors**

**General Standards:**

1. Scholarship and/or technical skill that represents appropriate study, training, and skills in the proposed area of instruction.
2. Expertise as a practitioner as evidenced by reports of former associates and supervisors.
3. A demonstrable understanding and acceptance of the role to be played as a partner in an educational enterprise serving the best interests of the students.
4. Personal characteristics that contribute to the ability to promote the welfare of students and the State of Washington.

In addition to the general standards as noted above, in the case of plumbing vocational education personnel, the Plumbers Board Subcommittee for Continuing Education shall recommend to the department that candidates for approval meet or exceed the following standards in their areas of specialization:

**Specialized Qualifications:**

1. Professional personnel performing services for which advanced degrees are normally available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelor's degree and extensive professional expertise in the field of their educational service.
2. Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficient broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization.
3. All plumbing education teaching personnel must have recent work experience beyond the learning period as a fully qualified worker in the occupation that will be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but shall be in no case less than two (2) calendar years of full-time work, or its equivalent, beyond the learning experience. The number of hours worked shall be equivalent to the hours worked by full-time workers in the occupation to be taught.
  - a. Minimum work experience for apprentice able occupations will be equal to the learning period then currently registered with the Department of Labor and Industries.
  - b. Minimum work experience in occupations requiring state licensing or certification will be two (2) calendar years subsequent to receipt of license, unless the occupation is also an apprentice able trade. Current licenses and/or certifications shall be maintained as a requirement for teaching courses in the respective occupation.
  - c. Recent work experience shall be defined as employment full-time for six (6) months or the equivalent within two (2) years immediately preceding certification.
4. All other plumbing education teaching personnel who do not meet the work experience and educational requirements specified above may be employed either on a full-time or part-time basis, provided that such individuals shall possess appropriate technical skills and knowledge in the specific area.

State of Washington  
Department of Labor and Industries  
Plumber Certification  
PO BOX 44470  
Olympia WA 98504-4470

## Sample Certificate of Completion

Participant's Name		
Plumber or Trainee Certificate #		
Course Sponsor		
Course Name		
Date(s) of Course		Class Hours:
Course Approval #		Instructor's Name:

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### Roster Requirements WAC 296-400A

Sponsors must forward an accurate and typed course completion roster for each course given within 30 days of completion of course.

The roster **must** include the following:

- Participant's Name
- Social Security Number
- Plumber certificate number (for combination classes you must also include electrical license number)
- Course Name
- Course Approval Number
- Course Sponsor (name and address)
- Date of Course
- Instructors name & signature or sponsor's authorized representative.