



**ELECTRICIAN CONTINUING EDUCATION INSTRUCTOR CERTIFICATION
TRADE, INDUSTRY, TECHNICAL & HEALTH SCIENCE EDUCATION
Department of Career and Technical Education**

Forms can be found on our website at: <https://cte.nd.gov/businessindustry>

If you have any questions, please feel free to contact us at (701) 328-3165 or lruff@nd.gov

Who Requires Certification

Any instructor who teaches classroom continuing education units to ND Licensed Electricians shall be certified in order for those CEU's to be approved by the ND State Electrical Board.

New Applicant Checklist

To receive an initial 3-year teaching certification you must:

	Hold an active ND Journeyman Electrician License for a minimum of two years or hold an active ND Master Electrician License for a minimum of one year
	Send copies to verify 18 hours of continuing education credit in the electrical field approved by the ND State Electrical Board. Credits must be courses taught by other electrical instructors during the past three years.
	Complete Application for CTE Postsecondary Credential (SFN 61264) Must be signed by ND State Electrical Board Executive Director
	Send copy of current ND State Electrician License
	Send copy of your college transcripts if applicable. An unofficial copy is sufficient if it shows correct amounts of credit hours

Renewal Applicant Checklist

To renew teacher certification, you must:

	Complete Renewal Application for CTE Postsecondary Credential (SFN 61265) Must be signed by ND State Electrical Board Executive Director
	Send Certificate of Completion verifying the attendance of a minimum of 72 NDSEB approved CEU's within the 3-year timeframe
	Send copy of current ND Journeyman or Master Electrician License
	Send copies to verify minimum of eight hours of NDSEB approved classroom instruction provided in the past three years

Scan and email documents to: lruff@nd.gov

Or

Mail documentation to: Department of CTE
Attn: TITH Supervisor
600 E. Boulevard Ave. Dept. 270
Bismarck, ND 58505-0610