

**WAC 296-96-00916 Continuing education course provider requirements.** (1) The department approves continuing education course providers.

(2) The department will review and approve courses.

(a) All providers seeking course approval shall submit the required information to the department on a form provided by the department.

(b) The courses shall be taught by instructors through continuing education providers; courses may include, but are not limited to, association seminars and labor training programs.

(c) All instructors shall be approved by the department and are exempt from the requirements of WAC 296-96-00912 (2)(b)(ii) regarding his or her application for license renewal, provided that such applicant was qualified as an instructor at any time during the one year immediately preceding the scheduled date for such renewal and the instructor shall have taught two or more courses in the year preceding the renewal.

(d) All training courses shall conform to and be based upon current standards and requirements governing the operation, construction, installation, alteration, inspection and repair of elevators and other conveyances.

(e) All course approval requests shall include:

(i) A general description of the course, including its scope, the instructional materials to be used and the instructional methods to be followed;

(ii) A detailed course outline;

(iii) A sample copy of the certificate that will be provided to the attendee. The certificate shall note the name of the course, the number of hours as approved by the department, a course number if one has been assigned by the provider, the date the education was completed and the instructor's signature and the student's signature. The certificate must state that it is not valid without the signatures of the instructor and the student.

(iv) The name and qualifications of the course instructor(s);

(v) The locations where the course will be taught;

(vi) The days and hours the course will be offered; and

(vii) The specific fees associated with the course, as well as, the total cost of the course.

(f) Training courses will be approved for a two-year period.

(g) It is the responsibility of the provider to annually review and update its courses and to notify the department of any changes.

(h) The department may withdraw its approval of any training course if it determines the provider is no longer in compliance with the requirements of this chapter. If the department withdraws its approval of a training course, it will give the provider written notification of the withdrawal, specifying the reasons for its decision.

(i) Approved training providers shall keep uniform records, for a period of ten years, of attendance of licensees and these records shall be available for inspection by the department at its request. The provider shall submit a list of names of the attendees to the department on or before thirty days after the date of the course being held. Approved training providers are responsible for the security of all attendance records and certificates of completion. Falsifying or knowingly allowing another to falsify attendance records or certificates of completion constitutes grounds for suspension or revocation of the approval required under this section.

[Statutory Authority: Chapter 70.87 RCW. WSR 21-18-096, § 296-96-00916, filed 8/31/21, effective 10/1/21; WSR 18-18-068, § 296-96-00916, filed 8/31/18, effective 10/1/18. Statutory Authority: RCW 70.87.020, 70.87.030, 70.87.034, 70.87.120, 70.87.185, 70.87.190, 2002 c 98, 2003 c 143 and 2004 c 66. WSR 04-12-047, § 296-96-00916, filed 5/28/04, effective 6/30/04.]