

Fire Alarm, Burglar Alarm & Locksmith Advisory Committee

Instructions

For Completing your Continuing Education Sponsorship Application

1. Print clearly your Sponsor Name. This could be your natural name, an organization or association name, or a name that you have chosen for your sponsorship group.
2. Print clearly your Street Address and your City, State and Zip Code.
3. Print clearly the name of the Contact Person for your sponsorship. It could be yourself or someone else that will be taking on this responsibility.
4. Provide a Telephone Number where interested parties can contact you. Also provide a Fax Number, an E-mail Address and any other contact information you want to provide. If any of this requested information is not available, just write N/A. However, we must have a Telephone Number!
5. Provide a Short Title for the Course or Seminar you plan to offer along with the anticipated Number of Instructional Hours you expect the course/seminar to last.
6. Provide a Course Description. You may put "See Attached" as you are required to include a detailed Course/Seminar Outline in which you have incorporated the Course/Seminar Content. This must be done for each Course/Seminar you submit for consideration and approval.
7. List the Instructor or Instructors that will be teaching this particular Course/Seminar. You must include a Resume/Curriculum Vitae for each instructor you anticipate will be teaching one or more of your Courses/Seminars. Instructors will be assigned Instructor Numbers.
8. The application allows for Four (4) Courses to be submitted; however, you may copy the application for any additional Courses/Seminars that you may want to submit for consideration and approval.
9. Send your Application with Supporting Documentation to the Advisory Committee - Address at end of Application. Include your Continuing Education Sponsorship Fee of \$100.00 made payable to "The State of New Jersey". You may submit one course or 100+ courses with your original submission; the fee will still be \$100.00. But, each time you alter, change, add to or delete Courses/Seminars that you are sponsoring in pursuing months, you will be required to submit an additional \$100.00.
10. If you have any questions and/or concerns about the Continuing Education Program that has been put in place for licensees of the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, please call the Committee Office, (973) 504-6245 for clarification and assistance.

**We Welcome Your Participation in the
Continuing Education Program!**

Fire Alarm, Burglar Alarm and Locksmith Advisory Committee

**SPONSOR APPLICATION FOR CONTINUING EDUCATION
COURSE/SEMINAR APPROVAL**

**NAME OF
SPONSOR/PROVIDER:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

**NAME OF CONTACT
PERSON:** _____

TEL. NO: _____ **FAX NO:** _____

E-MAIL NO: _____ **OTHER:** _____

<u>**TITLE OF COURSE(S)/SEMINAR:</u>	<u>LENGTH OF COURSE (HRS)</u>
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****1.** _____

COURSE DESCRIPTION: _____

INSTRUCTOR(S): _____

****2.** _____

COURSE DESCRIPTION: _____

INSTRUCTOR(S): _____

****3.** _____

COURSE DESCRIPTION: _____

INSTRUCTOR(S): _____

****4.** _____

COURSE DESCRIPTION: _____

INSTRUCTOR(S): _____

***** Attach a Detailed Copy of Each Course Outline and its Content.***

*****INSTRUCTOR**
NAME(S):

INSTRUCTOR #

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

*****Attach a Copy of Each Instructors Resume/Curriculum Vitae.**

SUBMIT TO: Fire Alarm, Burglar Alarm & Locksmith Advisory Committee
Board of Examiners of Electrical Contractors
Division of Consumer Affairs
P.O. Box 45042
Newark, New Jersey 07101

ATT: Barbara A. Cook, Executive Director

Please feel free to call the Advisory Committee Office with any questions you may have regarding the completion of this Continuing Education Application.