

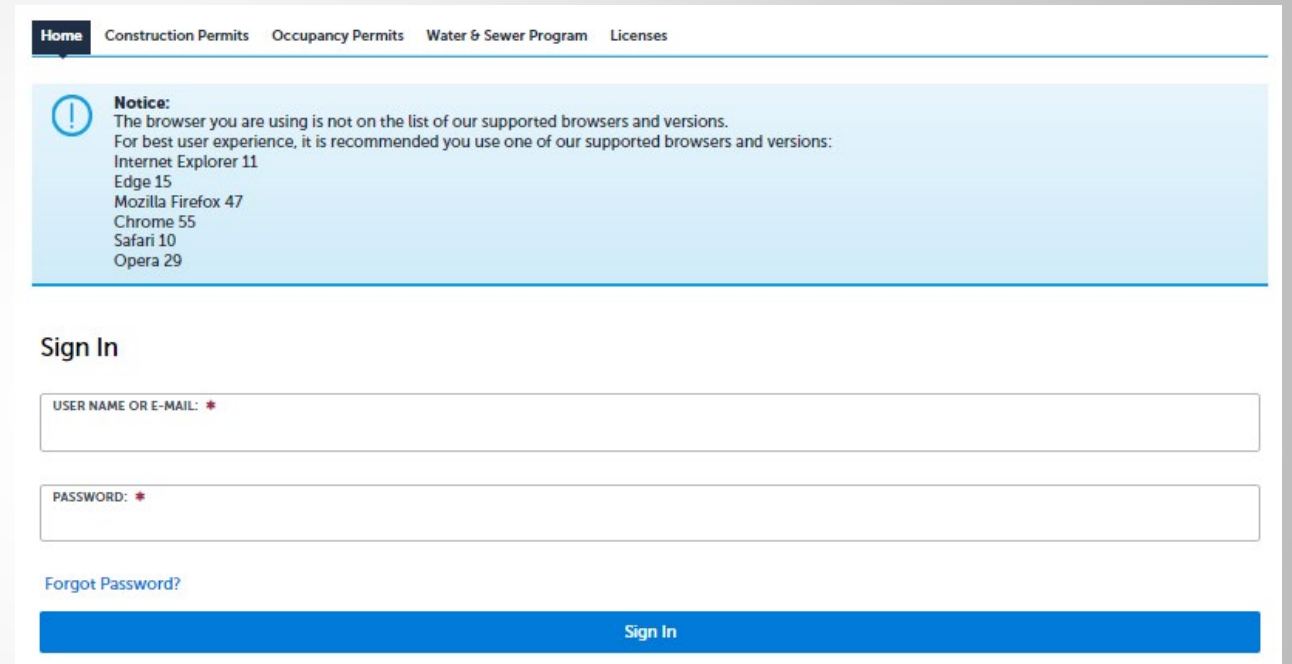


How To Apply as Sponsor to Provide Professional Education Units

ACCELA – LICENSING PORTAL

The Information Presented Will Provide Steps To Create A Continuing Education Sponsor Application

- Before beginning, ensure you have all information and documentation that is needed
- Let's review the options and what is needed for each



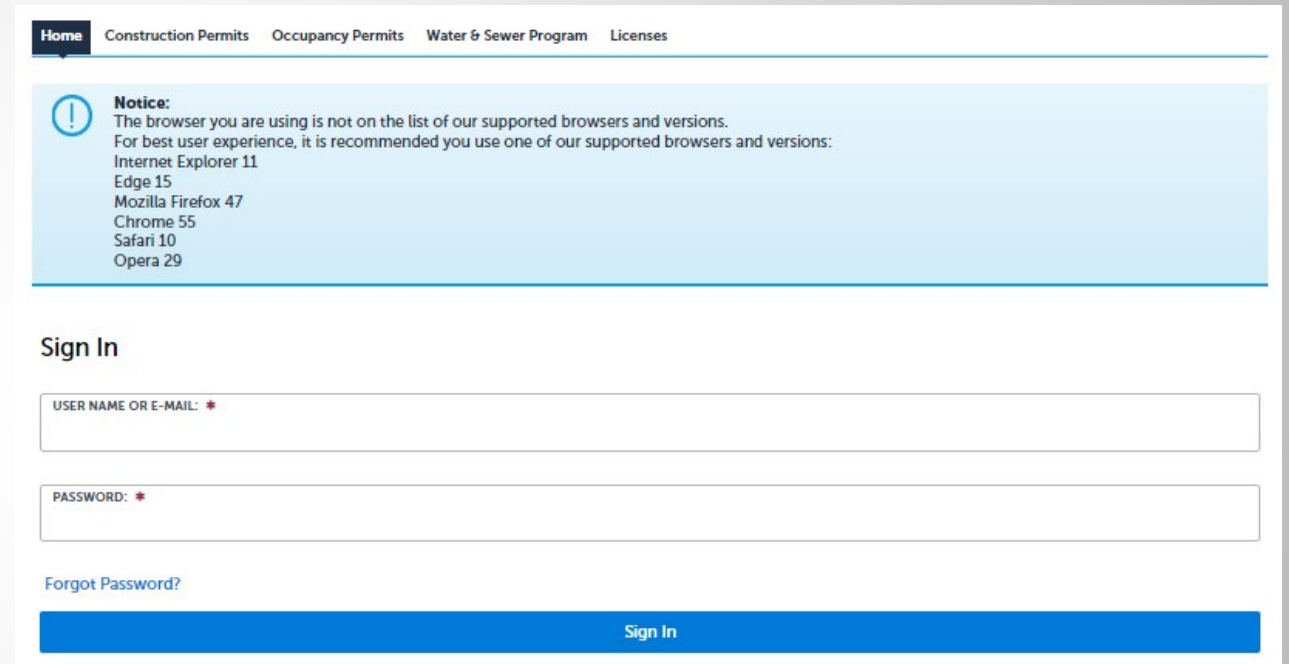
The screenshot displays a web application interface. At the top, there is a navigation menu with the following items: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation menu, there is a light blue notification box with a warning icon and the following text: "Notice: The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, Opera 29". Below the notification box, there is a "Sign In" section. It contains two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". Below the password field, there is a link for "Forgot Password?". At the bottom of the sign-in section, there is a blue button labeled "Sign In".

There are several options to choose. Each option requires the following document.

- Notarized Sponsor Application

Sponsor Application - General

Sign onto the licensing portal with the user account that you have previously created.



The screenshot displays the top navigation bar with links for Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. Below the navigation is a light blue notice box with an exclamation mark icon, stating that the current browser is not supported and listing supported versions: Internet Explorer 11, Edge 15, Mozilla Firefox 47, Chrome 55, Safari 10, and Opera 29. Underneath the notice is a 'Sign In' section with two input fields: 'USER NAME OR E-MAIL: *' and 'PASSWORD: *'. A 'Forgot Password?' link is located below the password field. At the bottom of the sign-in section is a blue button labeled 'Sign In'.

Sponsor Application - General

Select the
'Licenses' tab

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Hello, AccountName

Saved in Cart (0) View Cart

There are no items in your shopping cart right now.

My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

Sponsor Application - General

Apply for a license

Home Construction Permits Occupancy Permits Water & Sewer Program Licenses

Apply for a License Search Applications

License Application

Showing 0-0 of 0

Date	License Number	License Type	Status	Action	Short Notes
No records found.					

Search for Licenses

Enter information below to search the City's licensing database. Licenses can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- License Information

Use the dropdown menu to change the Search type.

General Search General Search ▾

Sponsor Application - General

Review the disclaimer and then check the box to accept the terms, then continue application

Home Construction Permits Occupancy Permits Water & Sewer Program **Licenses**

[Apply for a License](#) [Search Applications](#)

Online License Application

Using this system you can submit for a rental license all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

Sponsor Application - General

Select


Continuing Education

Continuing Education
Sponsor Application

Continue Application

Select a Record Type

Select the following license type.



- ▼ Continuing Education
 - Continuing Education Individual Course Approval Request
 - Continuing Education Sponsor Application
 - Continuing Education Sponsor Course Attendance
 - Continuing Education Sponsor Course Request

- ▶ Electrical Licenses
- ▶ Mechanical Licenses
- ▶ Plumbing Licenses
- ▶ Link Account to License

[Continue Application »](#)

Sponsor Application – Step 1

Sponsor –

Click 'Select from Account' button, click on record then continue

Responsible Person–

Click 'Add new' button to add information

Continue Application

Continuing Education Sponsor Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Record Issuance

Step 1: Contact Information > Contact Information * indicates a required field.

Sponsor

To add a Sponsor, click the Select from Account or Add New button.

Select from Account Add New Look Up

Responsible Person

To add a Responsible Person, click the Select from Account or Add New button.

Select from Account Add New Look Up

Save and resume later [Continue Application »](#)

Sponsor Application – Step 2

Business Information -

- Sponsorship –
 - Mechanical
 - Plumbing
- Business Organization -
 - Association
 - Contractor Organization
 - Corporation
 - Individual Proprietorship
 - Manufacturer/Supplier
 - Other Public Institution
 - Partnership
 - Trade Union School
 - University/College/School
- Sponsor Business Name –

Proprietorship -

Click 'Add new' button to add information

Continue Application

Continuing Education Sponsor Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Record Issuance

Step 2: Application Information > Business Information * indicates a required field.

Business Information

PIN DATA

BUSINESS INFORMATION

* Sponsorship:

* Business Organization:

* Sponsor Business Name:

Proprietor

To add a Proprietor, click the Select from Account or Add New button.

[Continue Application »](#)

Sponsor Application – Step 2 continued

Proprietorship –

Popup form appears so you can fill in information. Name of business is required

Click continue button

Continue Application after popup disappears

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1: *City: *State: *Zip:

*Mobile Phone: Work Phone:

*E-mail:

[Discard Changes](#)

Sponsor Application – Step 3

Supporting documentation

Option selected in previous step dictates document requirements, was also addressed in the beginning of presentation

Click add to start uploading

Continuing Education Sponsor Application

1 Contact Information 2 Application Information 3 Supporting Documentation 4 Review 5 Record Issuance

Step 3: Supporting Documentation > Supporting Documentation

Please attach a copy of your notarized sponsor application. * indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Notarized Sponsor Application

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

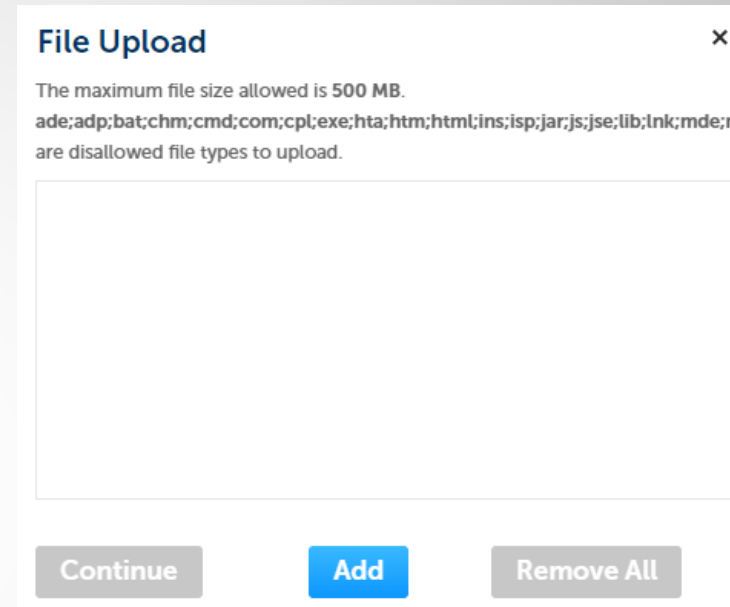
[Save and resume later](#) [Continue Application »](#)

Sponsor Application – Step 3 continued

Supporting documentation

A popup appears, click on add and locate file to upload

After file is selected, select continue



Sponsor Application – Step 3 continued

Supporting documentation

Select type of record that was just uploaded

After file is selected, select Add button, popup reappears

Continue process until all files are uploaded

Once completed select save, then continue application (not pictured)

Name	Type	Size	Type	Latest Update
No records found.				

*Type:

--Select--

- Select--
- Credentials
- Miscellaneous
- Notarized Sponsor Application

100%

Description:

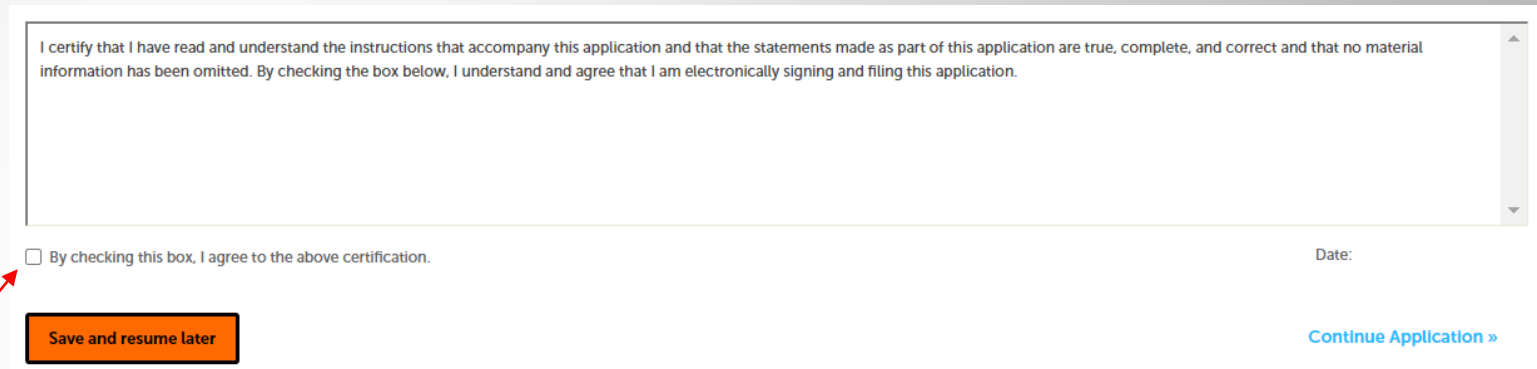
Save Add Remove All

Sponsor Application – Step 4

Review

Page provides all information entered. Ensure all information is accurate and documents uploaded are the correct type. Application will be returned for any required updates before processing

Click on box & continue application



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

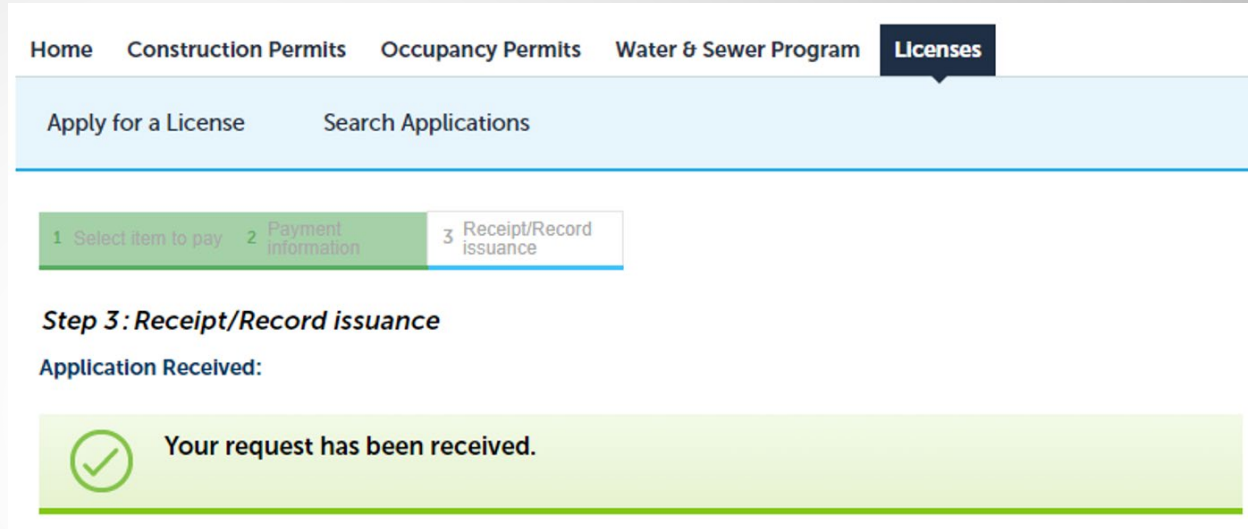
[Continue Application »](#)

[Save and resume later](#)

Sponsor Application – Step 5

Confirmation

You will receive emails notifying you of your application status as it is processed.



The screenshot shows a web application interface for license applications. At the top, there is a navigation menu with the following items: Home, Construction Permits, Occupancy Permits, Water & Sewer Program, and Licenses. The 'Licenses' item is highlighted with a dark blue background. Below the navigation menu, there is a light blue bar with two buttons: 'Apply for a License' and 'Search Applications'. Below this bar, there is a progress indicator with three steps: 1 Select item to pay, 2 Payment information, and 3 Receipt/Record issuance. The third step is highlighted with a green background. Below the progress indicator, there is a section titled 'Step 3: Receipt/Record issuance' with the text 'Application Received:'. Below this text, there is a green box with a white checkmark icon and the text 'Your request has been received.'