**Electric File Reporting and Monitoring**

**(Effective January 20, 2019)**

**Student in School (No MSBC Monitoring Required)**

1. Student completes all requirements to receive Electric File Certification.
2. Instructor completes certification form verifying that all requirements have been met.
3. School attaches completed certification form to final transcript submitted to MSBC.
4. Once student has tested and submits paperwork for license, MSBC will add the electric file endorsement to the student’s license.

**There will be absolutely NO certificates issued by an instructor showing an Electric File Certification.**