



Inspections Department

Enclosed is your Competency Renewal Notice. Your City of St. Louis Park Competency Card expires on December 31, 2011. Please review all information and make any corrections on this form.

You are required per City Code, to provide documentation reflecting a total of six (6) hours of continuing education related to any or all mechanical specialties. Payment of only one renewal fee (\$30) for all specialties is required. Listed below are the accepted venues of education:

- City and other government sponsored classes
- College or Vocational classes
- Dealer provided classes

A copy of a receipt from the organization giving the class or a letter on company letterhead stating you have attended these types of classes, along with the number of hours, will need to accompany your renewal notice. If you have not taken any classes or cannot provide proof of education, you will be required to take a test for the competency or competencies listed on your renewal notice before a card can be issued. A copy of the city ordinance is on the back of this letter for your reference.

The total cost for your card is \$30.00 for up to four competencies. Payment can be either in cash, check (payable to the City of St. Louis Park) or charge (Visa, MasterCard, Discover or American Express).

Please return the signed Competency Renewal Notice and payment to:

City of St. Louis Park
Attn: Inspections
5005 Minnetonka Blvd
St. Louis Park MN 55416

Please contact the Inspections Department at 952-924-2588 with any questions regarding your competency.

The Inspections Department

Enclosures: Renewal Notice