

EDUCATION AND TRAINING PROGRAMS CEC APPROVAL APPLICATION

Michigan Department of Environmental Quality
Water Bureau
P.O. Box 30273
Lansing, MI. 48909-7773
Web Address: <http://www.michigan.gov/deqoperatortraining>

DO NOT WRITE IN THIS BOX		
Approved: Yes [] No []	Code No.:	_____
Approval Date: _____	Exp. Date:	_____
Contact Hours _____	CECs	_____
Category:	T [] M [] O []	

To be approved, this Education and Training Program must relate to the duties, responsibility, operation, maintenance or supervision of a drinking water system, a sewerage system or both.

What type(s) of credit approval are you applying for? Check only one of the following:
 ___ Drinking Water (include **12 copies** of the **application and outline/agenda**)
 ___ Sewerage (include **1 copy** of the **application and outline/agenda**)
 ___ Both Drinking Water & Sewerage (include **13 copies** of the **application and outline/agenda**)

A **teaching outline or agenda** showing the duration of each program segment **must** be submitted with this application. Training considered "on-the-job training" or "product specific training" is not eligible for credit and will not be approved by the Board for CECs. (Refer to Section IV below for additional information in this regard.) If this training has been approved for CEUs by either IACET or ACCET, this application may not be required. (Refer to Section V below for further information on IACET or ACCET programs.)

Applicants will be notified of the status of their application within 90 days. Incomplete applications will not be accepted. If approved, a record of training activity **MUST** be provided, as identified in the CEC approval letter.

Application Date

I. APPLICANT INFORMATION

Firm or Company or Utility Name	Contact Person	Telephone Number
Email Address	Website	Fax Number
Mailing Address	City	State Zip

II. PROGRAM INFORMATION

Program Name _____		
Check off the type of course: ___ Classroom; ___ Other (explain) _____		
___ Correspondence; ___ Online (If correspondence or online, skip to and complete Section III)		
What will be the criteria or performance measurement used to determine a participant's successful program completion? (Check any or all that apply)		
[] Attend each session; [] Pass a program ending quiz or exam; [] Satisfactorily perform a learned technique or skill;		
[] Other (explain) _____		
Calculation of CECs to be awarded:	Total time of event, from start to finish;	_____ hour(s)
	Less total time allowed for registration;	_____ hour(s)
Divide total contact hours by 10 to get	Less total time allowed for lunch and breaks;	_____ hour(s)
CECs applied for = _____	Less total time allowed for course ending exams;	_____ hour(s)
(Truncate CECs to nearest "tenth," i.e., 0.575 equals 0.5 CECs)	Total contact hours	_____

III. CORRESPONDENCE OR ONLINE TRAINING – Complete this section ONLY if this program is a correspondence course or an online training program.

CECs are determined by taking the number of course contact hours and dividing by 10. CECs applied for = _____

How was the number of course contact hours arrived at? Use the space provided to explain the method used to determine contact hours: _____

For online drinking water courses, contact the drinking water Course Approval Coordinator prior to submitting online courses for approval consideration at 517-241-8913.

IV. DETERMINATION THAT PROGRAM IS NOT ON-THE-JOB OR PRODUCT SPECIFIC TRAINING

Many employers/utilities offer on-the-job training so that employees will perform satisfactorily, as required by the job position. Why are you offering this training and how does this training program differ from on-the-job-training? _____

Many training programs are specific to certain brands of products or equipment and are important only to individuals that own or use such products or equipment. How is this training program broadly applicable in nature, and not specific to a particular brand of product/equipment? _____

V. INFORMATION FOR IACET OR ACCET APPROVED COURSES

If this training program has been accredited by either the International Association for Continuing Education and Training (IACET) or the Accrediting Council for Continuing Education & Training (ACCET), it may not be necessary for the program sponsor to apply for CECs from DEQ. Under a "blanket approval" provision, courses may be accepted for certificate renewal if they are IACET or ACCET approved AND if the training relates to the duties, responsibility, operation, maintenance or supervision of a drinking water system or a sewerage system, as appropriate. Training providers offering IACET or ACCET approved programs may apply for CECs from DEQ, but it may not be necessary provided the training program meets the conditions described above.