



Michigan Department of Environmental Quality
Drinking Water and Municipal Assistance Division

DRINKING WATER EDUCATION AND TRAINING PROGRAMS CONTINUING EDUCATION COURSE APPLICATION

Authority 1976 PA 399, as amended and 1994 PA 451, as amended. Failure to complete this application will result in denial of the requested training program

DO NOT WRITE IN THIS BOX			
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Course No:
Approval Date:			Exp. Date:
Contact Hours:			CECs:
Category:	<input type="checkbox"/> T	<input type="checkbox"/> M	<input type="checkbox"/> O

To be approved, this Education and Training Program must relate to the duties, responsibility, operation, maintenance, or supervision of a drinking water system. Applications submitted for Continuing Education Credit (CEC) consideration must be received prior to the program taking place. This application is for drinking water courses only.

A **teaching outline or agenda** showing the duration of each program segment **must** be submitted with this application.

INCOMPLETE APPLICATIONS WILL BE DENIED

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 V below for additional information in this regard.)

A non-refundable application fee of \$75.00 will be assessed for each CEC Course application. The applicant will be responsible for payment of the application fee.

Applicants will be notified of the status of their application within approximately **90 days** of receipt.

I. APPLICANT INFORMATION		Application Date:	
Firm or Company or Utility Name:	Contact Person:	Telephone Number: ()	
E-mail Address:	Website:	Fax Number: ()	
Mailing Address:	City:	State:	Zip:

II. PROGRAM INFORMATION

Course Title:			
Check the Type of Course:	<input type="checkbox"/> Classroom	<input type="checkbox"/> Webinar	<input type="checkbox"/> Other
	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Online (If correspondence or online, skip to and complete Section V)	

Complete applications can be submitted electronically to DEQ-OTCU-Training@michigan.gov, or to one of the following addresses below. Paper copies must be sent to one of the following addresses depending upon payment method. For electronic submittals, payment must be made online.

When paying online, go to: www.thepayplace.com/mi/deq/trainandcertify . Please mail a copy of the payment receipt, the ORIGINAL application, and all documentation to this address. DO NOT MAIL CHECKS TO THIS ADDRESS: MDEQ Drinking Water and Municipal Assistance Division Operator Training and Certification PO BOX 30817 Lansing, Michigan 48909-8311	To pay by check, please mail this application, all documentation and appropriate fees of \$75.00 to: Accounting Services Division Cashier's Office for DEQ PO BOX 30657 Lansing, Michigan 48909-8157 Make checks Payable to: State of Michigan	For overnight or express delivery, please send check/credit card receipt, application and all documentation to: Make checks payable to (if applicable): State of Michigan Accounting Services Division Cashier's Office for DEQ 425 West Ottawa Street Lansing, Michigan 48933
		For Cashier's Use Only: DWF

III. CALCULATION OF CECs TO BE AWARDED

Total time of event, from start to finish: _____ hour(s)

Time allowed for registration: _____ hour(s)

Time allowed for lunch and breaks: _____ hour(s)

Total contact hours: (Total time – Registration Time – Lunch and Break Time) _____ hour(s)

Divide Total Contact Hours by 10: (Total contact hours ÷ 10) _____ CECs

CECs applied for: (Round CECs down to nearest tenth, i.e., 0.575 equals 0.5 CECs) _____ CECs

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 or equipment?

V. CORRESPONDENCE OR ONLINE TRAINING – Complete this section ONLY if the 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 did you arrive at the number of course contact hours? Use the space provided to explain the method used to determine contact hours.

For online COURSES, contact the OTCP at 517-284-5424 prior to submitting online courses for approval consideration.

For more information on other services the MDEQ offers, please visit our website at www.michigan.gov/deq .