



**DRINKING WATER EDUCATION AND
TRAINING PROGRAMS CONTINUING
EDUCATION COURSE (CEC)
APPROVAL APPLICATION**

*Issued under authority of the Safe Drinking Water Act, 1976 PA 399, as amended,
and the Natural Resources and Environmental Protection Act, 1994 PA 451, as
amended. Failure to complete this application will result in non-approval of the
requested training program.*

DO NOT WRITE IN THIS BOX	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Code 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 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.

For approval, 12 copies of the application and outline/agenda need to be submitted.

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 fee of \$75.00 will be assessed for each CEC Course application. The applicant will be responsible for payment of the application fee. **NO REFUND** of fees will be given for any reason.

Applicants will be notified of the status of their application within **90 days**. If approved, a record of training activity **MUST** be provided, as identified in the CEC approval letter.

I. APPLICANT INFORMATION		Application Date:	
Firm or Company or Utility Name:	Contact Person:	Telephone Number: ()	
E-mail Address:	Web Site:	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 IV)	

Complete Applications must be sent to one of the following addresses depending upon payment method:

<p>When paying online, go to the "payplace" (http://www.thepayplace.com/mi/deq/trainandcertify)</p> <p>Please mail a copy of the payment receipt, the ORIGINAL application, and all documentation to this address. DO NOT MAIL CHECKS TO THIS ADDRESS:</p> <p>MDEQ Office of Drinking Water and Municipal Assistance Operator Training and Certification P.O. BOX 30241 Lansing, Michigan 48909-7741</p>	<p>To pay by check, please mail this application, all documentation and appropriate fees of \$75.00 to:</p> <p>Make checks Payable to: State of Michigan</p> <p>Accounting Services Division Cashier's Office for DEQ P.O. BOX 30657 Lansing, Michigan 48909-8157</p>	<p>For overnight or express delivery, please send check/credit card receipt, application and all documentation to:</p> <p>Make checks payable to (if applicable): State of Michigan</p> <p>Accounting Services Division Cashier's Office for DEQ 425 West Ottawa Street Lansing, Michigan 48933</p> <p>For Cashier's Use Only: DWF</p>
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III. CALCULATION OF CECs TO BE AWARDED		
Total time of event, from start to finish	_____ hour(s)	
Deduct from total time allowed for registration	_____ hour(s)	
Deduct from total time allowed for lunch and breaks	_____ hour(s)	Divide total contact hours by 10 to get: _____
		CECs applied for= _____
Total contact hours	_____	(Truncate CECs to nearest "tenth," i.e., 0.575 equals 0.5 CECs)

Complete this section ONLY if this program is a correspondence course or an online training program.

IV. CORRESPONDENCE OR ONLINE TRAINING		
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.

V. 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?

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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?

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