



APPLICATION FOR APPROVAL WASTEWATER EDUCATION AND TRAINING PROGRAMS CONTINUING EDUCATION COURSE (CEC)

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	

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

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To be approved, this Education and Training Program must relate to the duties, responsibilities, operation, maintenance, or supervision of a sewerage system. Applications submitted for continuing education credit consideration must be received prior to the program taking place. This application is for wastewater 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 of Certification 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.

One Copy of the Application and Outline/Agenda Must be Included

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"/> Other	
	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Online	

(If correspondence or on-line course, skip to and complete Section IV)

Complete applications with fee payment of: \$75

Make checks payable to: **STATE OF MICHIGAN**

Mail to:

**DEPARTMENT OF ENVIRONMENTAL QUALITY
CASHIER'S OFFICE-WRD-WWF
P.O. BOX 30657
LANSING, MI 48909-8157**

For Cashier's Use Only: 60000-42233-9070

III. CALCULATION OF CECs TO BE AWARDED

Total time of event, from start to finish	_____ hour(s)	
Less total time allowed for registration	_____ hour(s)	
Less total time allowed for lunch and breaks	_____ hour(s)	Divide total contact hours by 10 to get: _____
Less total time allowed for course ending exams	_____ hour(s)	CECs applied for = _____
Total Contact Hours	<u>_____ hour(s)</u>	Truncate CECs to nearest "tenth," i.e., 0.575 equals 0.5 CECs

IV. CORRESPONDENCE OR ON-LINE TRAINING – Complete this section ONLY if this program is a correspondence course or an on-line 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.

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?

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?