



MICHIGAN DEPARTMENT OF ENVIRONMENT,  
GREAT LAKES, AND ENERGY

DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

**PROGRAMS CONTINUING EDUCATION COURSE (CEC)  
APPROVAL APPLICATION**

FOR EGLE USE ONLY
Course No.:
Approved (Yes or No):
Approval Date:
Expiration Date:
Category (T, M, O):
CECs:
Contact Hours:

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.

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 **detailed teaching outline or agenda** showing the duration and a written description of each program segment **MUST** be submitted with this application. Online courses should also submit the International Accreditors for Continuing Education and Training approval or beta testing data, details on course design, and tracking/participation mechanisms.

**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 Drinking Water Advisory Board of Examiners (ABE) 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 after the next meeting of the ABE. Applicants may state they have applied for CECs. If approved, a record of training activity **MUST** be provided to the course attendee, as identified in the CEC approval letter.

**I. APPLICANT INFORMATION**

_____		_____	
Firm, Company, or Utility Name		Application Date	
_____		_____	
Contact Person		Telephone Number	
_____		_____	
Mailing Address	City	State	Zip Code
_____		_____	
E-Mail Address		Website	

**II. PROGRAM INFORMATION**

Course Title: \_\_\_\_\_

- Type of Course:     Classroom             Correspondence             Hybrid
- Webinars                 Asynchronous             Other

If the course is an on-line course, fill out Sections III, IV, and V.

### III. CALCULATION OF CECs TO BE AWARDED

- Total time of event, from start to finish. \_\_\_\_\_
- Deduct from total time allowed for registration. \_\_\_\_\_
- Deduct from total time allowed for lunch and breaks. \_\_\_\_\_
- **Total contact hours.** \_\_\_\_\_ (Divide total contact hours by 10 to get \_\_\_\_\_)
- **CECs applied for.** \_\_\_\_\_ (Round CECs down to nearest "tenth," e.g., 0.575 = 0.5 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. Complete this section ONLY if this program is an on-line course.

Describe the platform, engagement tracking and engagement requirements used for on-line courses and attach any additional documentation necessary.

CECs are determined by taking the number of course contact hours and dividing by ten.

- 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: Visit the Michigan Department of Environment, Great Lakes, and Energy (EGLE) website at [Michigan.gov/EGLEOperatorTraining](https://Michigan.gov/EGLEOperatorTraining) or contact the Operator Training and Certification Unit at 517-899-6955 prior to submitting application for more information about the requirements for on-line courses.**

**For more information on other services EGLE offers, visit EGLE's website at [Michigan.gov/EGLEOperatorTraining](https://Michigan.gov/EGLEOperatorTraining).**

## APPLICATION and PAYMENT INFORMATION

### Continuing Education Credits (CEC) Fee for Drinking Water Education and Training Programs

There is a **\$75 CEC fee per course**, payable by credit card, check, or money order at the time of the application submission.

#### Credit Card Payments

- Credit card payments will only be accepted through the online payment portal: [www.thepayplace.com/mi/deq/trainandcertify](http://www.thepayplace.com/mi/deq/trainandcertify). Payment cannot be accepted over the phone or in person.
- **The Payment Portal will ask for a Payment Verification Code. The code is: DWOpCert23**
- Please include a copy of the receipt for the online payment with the course application(s).

#### Check/Money Order Payments

- Make the check/money order payable to: State of Michigan
- Please mail the check/money order to the Cashier's Office (address below) along with a hard copy of the course application(s).

#### Application Submission

At this time, EGLE allows course applications to be submitted via email and hard copy. Faxed copies will not be accepted.

#### Via Email

- **Email the completed Course Renewal application(s) to:** [EGLE-OTCU-Training@Michigan.gov](mailto:EGLE-OTCU-Training@Michigan.gov)
- The completed application should be attached as a PDF file to the email along with a copy of the payment receipt.

**Applications must be submitted via U.S. Mail when the course fee is being paid by check/money order.** The completed application and course fee payment/credit card receipt must be mailed to one of the following addresses depending on the payment type.

## When Submitting the Renewal Fee by Check/Money Order

- Make the check/money order payable to: State of Michigan
- Mail the check/money order, application, and any additional documentation (if any) to:

EGLE  
Office of Financial Management  
Revenue Control/Cashier's Office  
P.O. Box 30657  
Lansing, Michigan 48909-8157

- **DO NOT send applications to this address if payment was made by CREDIT CARD, it may result in a processing delay.**

## For Overnight or Express Delivery with A Check/Money Order Payment

- Make the check/money order payable to: State of Michigan
- Mail the check/money order, application, and any additional documentation (if any) to:

MDOT  
Accounting Services Center  
425 West Ottawa Street  
Lansing, Michigan 48933

- **DO NOT send applications to this address if payment was made by CREDIT CARD, it may result in a processing delay.**

## When Paying the Course Fee by Credit Card (If the Application Cannot be Emailed)

- Mail proof of payment, application, and any additional documentation (if any) to:

Operator Training and Certification Unit  
EGLE-DWEHD-CWSS  
P.O. Box 30817  
Lansing, Michigan 48909-8311

- **DO NOT send overnight or express delivery mail to this address IF PAYING BY CHECK.**
- **DO NOT MAIL CHECKS TO THIS ADDRESS.**

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