

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



MICHIGAN DEPARTMENT OF
ENVIRONMENT,
GREAT LAKES, AND ENERGY

For Cashier's Use Only	Hot Key
Accounting Template	

DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

**EDUCATION AND TRAINING PROGRAMS
DRINKING WATER CONTINUING EDUCATION CREDITS (CEC)
RENEWAL 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.

COURSE RENEWAL FEE: The cost to renew an existing course is \$50.00 per course.

APPLICANT INFORMATION

Firm or Company Name		Contact Person	
Street or P.O. Box Mailing Address	City	State	Zip Code
Email Address	Website	Telephone	

➤ For **each** educational or training program renewal you are seeking, submit the following information.

PROGRAM INFORMATION

Program Name	Approved CEC Amount
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Operator Training and Certification Unit Course Number

Since the last approval/renewal have there been changes in the course content, number of contact hours, or method of monitoring and verifying attendance? YES NO

If YES, attach a course agenda and completely describe all the changes made. (Attach additional pages if necessary.)

COMPLETE THE ABOVE INFORMATION FOR EACH COURSE

DO NOT PAY WASTEWATER FEES WITH DRINKING WATER COURSE FEES



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

**MULTIPLE COURSE RENEWAL PAYMENT FORM
EDUCATION AND TRAINING PROGRAMS
CEC RENEWAL APPLICATION**

Use this form if renewing more than one course.

_____		_____	
Firm or Company Name		Contact Person	
_____		_____	_____
Street or P.O. Box Mailing Address		City	State Zip Code
_____		_____	_____
Email Address		Website	Telephone

In addition to payment for courses being renewed, each course must have a copy of the Education and Training Programs CEC Renewal Application cover page.

Total Number of Courses Renewing ____ x \$50 per course = \$ ____

DO NOT PAY WASTEWATER FEES WITH DRINKING WATER COURSE FEES

Return the completed application and renewal fee of **\$50 for each course**

If you have any questions regarding this renewal application, please call the Operator Training and Certification Unit at 517-899-6955 **before** submitting this form.

APPLICATION and PAYMENT INFORMATION

Course Renewal Fee for Drinking Water Education and Training Programs

There is a **\$50 renewal 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. 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 renewal 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 renewal application(s).

Application Submission

At this time, EGLE allows course renewal 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
- 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 renewal fee is being paid by check/money order. The completed application and course renewal 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 Renewal 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.**

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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