



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
Water Resources Division

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

By authority of 1994 PA 451, as amended. Failure to complete this application will result in non-approval of the requested training program.

**APPLICATION INSTRUCTIONS**

For approval, the 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 only for wastewater courses.

One copy of the application and outline/agenda **must** be submitted with this application. **Incomplete applications will be denied.**

Training considered “on-the-job” 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).

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.

**PAYMENT AND SUBMISSION INSTRUCTIONS**

The fee is **\$75 per course**.

**Credit Card** – Visit the [Wastewater Continuing Education payment website](#) and pay the fee.

The payment verification code is **OpCert22!**

Email your completed application to [EGLE-WRD-OpCert@Michigan.gov](mailto:EGLE-WRD-OpCert@Michigan.gov) and please indicate that you paid online.

**Check** – Send your completed application and a request to pay by check to [EGLE-WRD-OpCert@Michigan.gov](mailto:EGLE-WRD-OpCert@Michigan.gov) and we will provide the appropriate payment form.

**APPLICANT INFORMATION**

Application Date: \_\_\_\_\_

Firm or Company or Utility Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROGRAM INFORMATION**

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

Check Course Type:  Classroom  Correspondence  Online  Other

**CALCULATION OF CECs TO BE AWARDED**

Total time of event, from start to finish \_\_\_\_\_ hour(s)

SUBTRACT total time allowed for registration \_\_\_\_\_ hour(s)

SUBTRACT total time allowed for lunch and breaks \_\_\_\_\_ hour(s)

SUBTRACT total time allowed for course ending exams \_\_\_\_\_ hour(s)

**Total Contact Hours** \_\_\_\_\_ **hour(s)**

**Divide total contact hours by 10 to get CECs applied for\*:** \_\_\_\_\_

**\*Truncate CECs to nearest "tenth," i.e., 0.575 equals 0.5 CECs**

**CORRESPONDENCE OR ONLINE TRAINING**

Complete this section ONLY IF this 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 the contact hours.

## **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 requested 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 product brands 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 product brand or equipment?

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