



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

**APPLICATION FOR WASTEWATER EDUCATION AND TRAINING PROGRAMS
CONTINUING EDUCATION COURSE**

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 continuing education courses (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**.

Email your completed application to 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 and we will provide the appropriate payment form.

Due to credit card fraud, the State of Michigan has removed payment websites from applications and forms. **Please submit your application to the email address listed above and staff will respond to you with payment information.**

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?

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

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.