



# Request for Continuing Education Unit (CEU) Assignment

## SPONSOR INFORMATION

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## COURSE INFORMATION

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

Course Length: \_\_\_\_\_ Course Format: \_\_\_\_\_ Max. No. of Students: \_\_\_\_\_

Course Location: \_\_\_\_\_ Course Date: \_\_\_\_\_

Course Level: \_\_\_\_\_ Course Emphasis: \_\_\_\_\_

How does this course relate to the operation, maintenance, or management of a water or wastewater system?

How is course attendance monitored and verified? \_\_\_\_\_

How long are course records maintained for review? \_\_\_\_\_

How is course completion demonstrated? (Check as appropriate and provide description)

Skill Demonstration     Project     Oral/Written Report or Test

Other: \_\_\_\_\_

## REQUIRED ATTACHMENTS/ENCLOSURES

- Course Outline
- Course Sponsor Information/Biography
- Course Instructor Information/Biography
- Course Hourly Timeline
- Sample of Course Completion Certificate
- Course Learning Objectives
- Course Development Information
- Applicable Course Materials, e.g. manuals, tests, handouts, CD/DVD, etc.

## COURSE SPONSOR CERTIFICATION

I hereby certify that the course information submitted is true and complete. I understand that incomplete submissions will be returned without review. I understand that if any changes occur to the above described course, that it is my responsibility to provide updated course information to the Operator Training and Certification Program.

Course Sponsor Representative/Title \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form and all necessary attachments/enclosures to:

Department of Environmental Conservation  
 Operator Training & Certification Program  
 P.O. Box 111800  
 Juneau, AK 99811-1800

Phone: (907) 465-1139  
 Fax: (907) 465-5177  
 Email: dec.opcert@alaska.gov

<b>For DEC Use Only:</b>	
Date Received: _____	
Approved: YES or NO	
CEUs Assigned: _____	
Evaluated by: _____	