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
410 Willoughby Ave., Suite 303
P.O. Box 111800
Juneau, AK 99811-1800

Phone: (907) 465-5140
Fax: (907) 465-5177
Email: dec.water.fco.opcert@alaska.gov

For DEC Use Only:

Date Received: _____
Approved: YES or NO
CEUs Assigned: _____
Evaluated by: _____