

APPENDIX B of the Bylaws of the WSBRS (See Article VIII for the Continuing Education Committee) CONTINUING EDUCATION COMMITTEE GUIDELINES

1. One CEU credit equals 10 contact hours of participation in an organized educational experience under responsible sponsorship, capable direction and qualified instruction. A contact hour is defined as 60 minutes, portions of an hour shall be calculated by finding the total number of minutes, dividing by 60, and rounding to the nearest 100th to determine the CEU.
2. No credit shall be allowed for on-the-job training or internal office training sessions unless the in-house training is open to others by either invitation or available for purchase, has a qualified presenter, and is applicable to the profession.
3. CEU's will not be awarded for courses taken more than once within a 3-year period unless it can be shown that course content changed substantially.
4. Credits shall be determined as follows. The IACET Continuing Education Unit Criteria and Guidelines will be used in instances where Appendix B does not apply
5. Applications for CEU must be made within 1 year of the course date.
6. Titles vary by providers. Reviewer uses discretion as to actual course content to determine amount of credit given.

CONTINUING EDUCATION REQUIREMENTS

Content must relate to the environmental health field in one of the following technical subject area: air, land, water, computer science, bioterrorism, environmental health management, environmental health research, food protection, general environmental health, GIS, swimming pools, environmental justice, emerging pathogens, vector control, zoonotic diseases, hazardous and toxic substances, injury prevention, institutional environmental health, international environmental health, or onsite wastewater management.

CONTINUING EDUCATION SUBMISSION INFORMATION

One form must be completed for each CEU experience. Conferences and multiple-class seminars may be on one sheet. To obtain CEU credit, you must attach official verification of the number of hours that you attended. Acceptable documentation includes: conference agendas with times listed, certificates of completion with number of hours attended or CEU credits granted, transcripts from a college or university, or a letter from the administrator of the continuing education program you attended. Time allotted for breaks, lunches, dinners, travel, business meetings, etc. will not be counted towards your total CEU hours.

ACCEPTABLE CONTINUING EDUCATION

CEU credit of 0.1 CEU for each contact hour will be awarded for the following types of training activities unless specified otherwise:

- Certification Programs
- Computer Based/Computer Training (up to .4 CEU's per course - requires certificate of completion from sponsor with preprinted CEU award.)
- Home Study Courses/Correspondence Course – (requires certificate of completion from sponsor with preprinted CEU award)

- Training Modules (requires certificate of completion from sponsor with preprinted CEU award)
- Military Training
- National/State/Local Conferences
- Videos/satellite – (up to .4 CEU's per course. Supporting documentation including supporting literature and the length of the training)
- Field trips - (only include contact learning hours)
- University/College Courses

The following examples are considered components of an effective training presentation and may be accepted for full credit:

- Group Exercise
- Keynote
- Lab Time/Demonstrations
- Meal Speakers
- Open Forum
- Overview Welcome or Introduction
- Panel Discussion
- Q & A/Discussion
- Report Out/Summation
- Roundtable (no audience)
- Welcome or Introduction
- Wrap-up/Review/Summary

The following are not accepted for continuing education:

- Business meetings
- CPR/First Aid
- Critique
- Defensive Driving
- Exhibitors/Poster Sessions
- Networking

REQUIRED DOCUMENTATION

Agendas

An agenda that includes the date, the title of the course, the topics covered, each speaker's name, and the start and finish times for each topic. CEU credit cannot be determined if your agenda does not give specific times. The date and times are critical.

Transcripts or Grade Card

You will be awarded 16 contact hours for each semester credit hour and 13 contact hours for each quarter credit hour you complete at a college or university. The course must fall within the

*criteria listed above in “Continuing Education Requirements.” Submit a form with a copy of your transcripts or grade card attached. The documentation must show a passing grade and the number of college credits you were awarded. ***

Certificates and Home Study Courses

A certificate of completion can be accepted for courses only if the sponsoring agency has awarded a specific number of CEUs or contact hours. This award must be preprinted on the certificate as issue. Please send a copy of your certificate with your CEU application. If the CEUs or contact hours are not pre-printed we must have a detailed agenda as described above in order to adequately determine CEU credit. You will usually receive a certificate of completion for home study courses. The same criteria apply for these certificates as mentioned above. However, if your certificate does not show the number of CEUs or contact hours awarded, you will need to obtain something in writing from the home study agency to verify the time involved for completion of the course.

Letter of Attendance from Course Instructors.

This must include the course title, the dates of the course, the topics discussed, and the start and finish times and/or an estimate of the number of hours of actual learning time for a person who attends the course. The letter should be on the instructor’s company letterhead with an original signature of the instructor.

*** Pending approval of the general membership at the next Annual Membership Meeting.*

Update: 08/24/98, 08/11/99, 09/15/99, 07/26/01, 1/1/03