

Application for Continuing Education Credit (CEU)

PLEASE COMPLETE BOTH SIDES

Name (please print) _____

RS or WSEHA number _____

Address: _____

_____ check here if new address

City, State, Zip _____

_____ check here if conference provider

Work Phone #: (____) _____

E-Mail address: _____

(CEU report will be sent electronically)

Course Sponsor: _____

Agency

Contact Person / Phone #

Course Title: _____

Course Date: _____ **Location:** _____

(Applications for CEU must be made within 1 year of course date)

- Credit cannot be assigned without the appropriate supporting documentation per Appendix B, Continuing Education Committee Guidelines (i.e. timed agenda, certificate of completion, college transcripts or letter of attendance).
- Credit is not given for speaker presentations. If you spoke or presented at this course, please indicate this on the agenda or syllabus.
- Credit cannot be given for attending the same course within a 3 year period, with the exception of annual conferences where content changes each year.
- Applications may be made on behalf of a group, please attach a sign-in sheet with this application and the appropriate supporting documentation. One person must sign the application.
- One CEU credit is defined as: "Ten contact hours of participation in an organized educational experience under qualified sponsorship, direction and instruction."

As a professional registered with the Washington State Board of Registered Sanitarians, and/or a member of WSEHA, I attest that I attended and satisfactorily completed the course described above.

Signature Required _____

Date _____

We cannot return the information you submit. Please send copies to:

Washington State Board of Registered Sanitarians PO Box 384, Snohomish, WA 98291

Questions? Contact: Toni Plemel, Executive Secretary (425)377-1855 wsbrs.exsec@verizon.net

Note to conference/workshop providers: Please complete and sign this application, and send with a copy of your TIMED agenda and the sign-in sheet. Thank you.

In order to expedite the processing of your application, please complete the following if applicable.

Credit cannot be given for in-house training. If this course was sponsored by your employer, please indicate why it should not be considered in-house.

- Persons outside the place of employment could attend.
- Presenter does not work for agency, but was hired to present the course.
- Other: _____

If this course was not sponsored by the Dept. of Health, Dept. of Ecology, WSEHA, a local health jurisdiction, WOSSA or similar institution, or is not technical in nature, (management, dealing with people,) please complete the following:

1. What is the relevance of this course to your job responsibilities? _____

2. Any additional information as to why you should receive credit for this course.

HAVE YOU ATTACHED ALL THE REQUIRED DOCUMENTATION?

Thank you.