

ALBERTA ENVIRONMENT  
Certification Program for Water and Wastewater Operators  
Application for Continuing Education Units (CEUs) Evaluation

**PLEASE FOLLOW INSTRUCTIONS ON PAGE 2**

Applicant Name: \_\_\_\_\_

Are you a (check one ):                      Operator:                       Course Provider:

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

\_\_\_\_\_

Postal Code

Email: \_\_\_\_\_

Name of Course to be evaluated: \_\_\_\_\_

Course Sponsor: \_\_\_\_\_

Course Instructor(s): \_\_\_\_\_

Instructor(s) Qualifications attached (check one ):                      Yes                       No

If NO, explain: \_\_\_\_\_

\_\_\_\_\_

Number of Contact Hours (excluding breaks): \_\_\_\_\_

Training less than 3 hours in length will not be accepted for review.

Course description (**attach detailed course outline**) - **APPLICATIONS RECEIVED WITHOUT THIS WILL BE RETURNED AS INCOMPLETE**

Describe the relevance to water and/or wastewater operations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you are an operator requesting CEUs attach a course completion certificate or equivalent**

Over for More Information

*For Office Use Only:*

Recommended CEUs: \_\_\_\_\_

Entered on Approved CEU list: \_\_\_\_\_

## Page 2 INSTRUCTIONS

**PLEASE PRINT CLEARLY OR TYPE YOUR APPLICATION – eligible applications will be returned as incomplete**

**Provider:** A course provider can have a CEU value assigned to a course by completing the form available on the AENV web page. <http://environment.alberta.ca/01630.html> It is important to provide the basic information required by the definition of a CEU. Training less than 3 hours in length will not be accepted for review.

- Sponsorship: The person, association, company, utility or institution that is sponsoring the course must be identified. The sponsor must be a responsible entity.
- The presentation style is required. Is it classroom, workshop, conference, laboratory, correspondence or on-line?
- Hours: One CEU is based on 10 hours of approved, relevant training. The applicant should provide a detailed schedule, hour by hour of the course including: topics, time spent on each topic and scheduled breaks. Correspondence or on-line courses must have some sort of rationale for the hours assigned. A good method is to use the number of hours that it takes to deliver the same course material in a classroom setting.
- Instruction: The instructor(s) need to be listed and their qualifications outlined. If the event is an institution course (College, university, etc.) that should be indicated. Faculty members are generally readily accepted.
- Relevance: It is necessary to show that the material in the course is relevant to what an operator needs to know or do. Reference can be made to the Association of Boards of Certification Need-to-Know publications. They can be found at: [http://www.abccert.org/testing\\_services/need\\_to\\_know\\_criteria.asp](http://www.abccert.org/testing_services/need_to_know_criteria.asp)
- Verification: Advise what documentation will be given to successful students. Certificate? Letter? Transcript?

**Operator:** An operator who takes a course that he/she thinks is worth CEUs can make application either before or after the course. The operator must ensure the following are complete before submitting:

- First check the list of Alberta Environment approved courses at: [http://environment.alberta.ca/documents/Approved\\_Training\\_CEU.pdf](http://environment.alberta.ca/documents/Approved_Training_CEU.pdf)
- Sponsor: Name of sponsor and why is the sponsor credible.
- Instructor: Name of instructor (if possible attach a copy of the instructors qualifications). If the course is a seminar with multiple speakers, indicate as such.
- Course description: Provide a copy of the detailed course outline, schedule - hour by hour and indicate the presentation method. (workshop, conference, laboratory, correspondence or on-line)
- Relevance: Indicate the relevance to an operator's job duties. Refer to the Association of Boards of Certification documents found at: [http://www.abccert.org/testing\\_services/need\\_to\\_know\\_criteria.asp](http://www.abccert.org/testing_services/need_to_know_criteria.asp)
- Verification: If training has already been completed provide proof of completion (certificate, letter or **transcripts with course highlighted**), if the training is in the future please indicate what will be provided.

Alberta Environment will NOT **recognize CEUs or Award CEUs for the following:**

- Mass media programs (Video/DVD) that are not part of an educational program;
- On-the-job training, work experience as part of an apprenticeship or work experience;
- Association nomination and elections sessions;
- Work related staff and committee meetings
- Association business meetings and reports
- Self directed study without course completion/verification
- Assigned reading and study time (homework) associated with any training program
- Tours
- Report writing
- Trade shows
- Product demonstrations (any length)

**Complete this form and attach all relevant information. Forward to:**

**Alberta Environment  
Drinking Water Policy  
9820 – 106 Street  
EDMONTON, AB, T5K 2J6 Fax: (780) 427-5204**

Revised: May 2011