



PWS Contractor Continuing Education Course Approval Application (CE-4)

This application is required to request approval of a training or education program for private water systems (PWS) contractor continuing education hours. The course provider must submit this application and supporting documents to the address or email provided at the bottom of the application. The application must be signed to be considered.

The following information is required for approval at least three (3) weeks before the course begins. ODH will not review incomplete applications.

Continuing Education Course Provider Information

Continuing Education Course Provider:

Contact Person/CEU Coordinator:

Mailing Address:

City:

State:

Zip Code:

Date of Submittal:

Telephone Number w/ Area Code:

Email Address:

ODH Use Only

Date Received:

Reviewed By:

Approved Hours: _____

Not Approved

ODH CE ID#: _____

Submit *complete* application and supporting documents to BEH@odh.ohio.gov or mail to:

Ohio Department of Health
BEHRP/Private Water Systems
246 N. High St.
Columbus, OH 43215

Program Information
(Attach separate sheet if necessary)

Title of Program Course:
Instructor/Presenter Name(s) & Qualifications:
Type of Program: <input type="checkbox"/> Seminar/Conference <input type="checkbox"/> Field Training <input type="checkbox"/> Live Webinar <input type="checkbox"/> E-Learning (Web-Based Training) <input type="checkbox"/> Other Describe:
Proposed Continuing Education Units: <i>Attach a detailed explanation of the program content and the program schedule (agenda with times for each portion of the program listed as well as any breaks given. A list of all course attendees must be submitted within 60 days of course completion.</i>
Number of hours requested: <i>60 minutes = 1 contact hour 15 minutes = 0.25 contact hours</i>
Detailed Program Description and Educational Outcomes: Describe the relevancy to PWS contractors for the course being offered and the expected educational outcomes the attendees will receive by attending the course. A typed explanation on a separate sheet may be attached if needed.

Registration Information

Provide information, below, about how to register for the continuing education course. (This information will be posted on the ODH website.)

Date of the Course:**Start time of Course:****End Time of Course:****Location of the Continuing Education Course:**

PWS CE-4 Approval Application Instructions:

The application and information for course approval must be submitted by the course provider at least three (3) weeks prior to the date the course is being offered. **Any course submitted after the program or presentation has occurred will not be granted continuing education credit.** Incomplete applications will not be reviewed.

The following information/items must be included with each application for CE approval. Missing items will delay the processing of your application.

- **Learning Objectives** – the learning objectives must clearly identify the knowledge and skill(s) the participants should acquire by participating in the program.
- **Presenter Qualifications** – you must provide a statement of qualifications for each presenter, which must be attached to the application. These items should include the speaker(s) professional and background information.
- **Course Schedule** – Attach a copy of the program agenda, itinerary or outline with detailed times for breaks and lunches (if applicable). CE will not be awarded for registration, breaks, lunches, pre-tests, post-tests, or program evaluations.
- **Brochure/Flyer** – Submit a program brochure or flyer for the course, if one is available.
- **Proof of Program Completion** – Documentation of the completed course must be submitted to ODH within 60 days of completion, including CE Attendance Verification spreadsheet for the course. Failure to submit proof of completion may result in the disapproval for future course or training programs.

Submit the completed application and supporting documentation via email to BEH@odh.ohio.gov or mail to:

Ohio Department of Health
BEHRP/Private Water Systems Program
246 N. High St.
Columbus, OH 43215

Upon receipt of the course approval request, the Private Water Systems Program Staff will review the application and supporting documents. A course identification number (CE-ID#) will be provided to the course provider upon approval. This CE-ID# must appear on all documentation, including the CE Attendance Verification spreadsheet for the course, showing proof of the private water systems contractor attending the course or training.

If you have any questions about the application or the CE approval process, contact the Ohio Department of Health Private Water Systems Program at 614-644-7558.