

**Georgia State Board of Examiners for Certification of Water and Wastewater
Treatment Plant Operators and Laboratory Analysts**

237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

www.sos.ga.gov/plb/water/

**APPLICATION FOR APPROVAL OF PROGRAM FOR CONTINUING EDUCATION/
RE-CERTIFICATION POINTS, BASIC AND/OR ADVANCE TRAINING HOURS**

INSTRUCTIONS:

- Please type or print clearly.
- A separate application is required for each course. Please **DO NOT** make any adjustments to this form.
- **Continuing Education/Re-certification Points** are typically awarded on content and not hour for hour. The maximum number of points approved for each program is 6 points per day and 12 points per event.
 - (1) **Direct Technical Topic – 1 point per hour.**
 - (2) **Management, Safety and Maintenance Topics – 1 point per hour.**
 - (3) **Online Courses – ½ point per hour.** Courses must be 2 hours in length in order to receive one point. A maximum of 6 hours will be awarded for online courses.
- **Basic Training** – is approved only in blocks of 27 hours or 40 hours, as applicable.
- **Advance Training** – is approved only in multiples of 12 (12, 24, 36, 48) hours, as applicable.
- Continuing Education/Re-certification Program applicants must complete Part I, Part II & Part IV
- Basic Training and Advance Training program applicants must complete Part I thru Part IV.

APPLICATION SUBMISSION PROCEDURES:

- In order to receive approval of a course prior to the date the course is offered, applications must be submitted **at least 2 weeks prior to the next scheduled board meeting, and at least 10 weeks prior to the date of the course offering.** Late submissions may not receive the approval numbers prior to the date of the courses.
- Board meeting schedule is posted on our website, www.sos.ga.gov/plb/water/.
- Courses submitted that are not relevant to topics within the board's regulatory authority, such as storm water courses, will not be approved.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION PACKAGE

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Application made for (check all that applies):

Basic Training Advance Training Continuing Education/Re-Certification

Has this training course previously been approved by the Board? YES NO

If YES, provide the previous course number: _____

Indicate the number of hours of training for this course: _____

If requesting approval for continuing education, indicate the amount of points requested: _____

PART I: ALL APPLICANTS

NAME OF RESPONSIBLE ORGANIZATION:

STREET ADDRESS:

CITY/STATE/ZIP

CONTACT PERSON:

EMAIL ADDRESS (TO BE USED FOR CORRESPONDENCE & NOTIFICATION OF APPROVAL):

TELEPHONE NUMBER:

PROGRAM TITLE:

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PROGRAM TRAINING ACTIVITY (ENTER DATE(S) OR CHECK ONGOING FOR FREQUENT OFFERING):

DATE(S): _____ ONGOING THROUGHOUT APPROVAL PERIOD _____

LOCATION: _____

IS THE ACTIVITY OPEN TO EVERYONE? YES NO

PRESENTATION METHOD: *CHECK ALL THAT APPLY*

LECTURE _____ PANEL _____ WORKSHOP _____ INSTRUCTIVE
TOUR _____ ONLINE _____

FOR ONLINE COURSES, PROVIDE NAME OF
MODERATOR: _____

OBJECTIVE OF COURSE (GIVE STATEMENT OF WHAT YOU EXPECT PARTICIPANTS TO LEARN):

NAME OF PROGRAM FACULTY & QUALIFICATIONS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART II: CONTINUING EDUCATION/RECERTIFICATION APPLICANTS ONLY
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The following are requirements for Continuing Education/Recertification program applications.

- Provide a detailed description of each instructor's qualifications and education.
- Provide a breakdown of the number of hours that will be spent on each topic. Additional time and topics are encouraged. The Board only specifies the minimum number of points required.
- Attach other information that will help the Board evaluate the course.

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PART III: BASIC & ADVANCED TRAINING APPLICANTS ONLY

The following are requirements for Basic & Advanced Training program applications.

- Provide a detailed description of each instructor's qualifications and education.
- Provide the course workbook for review by the Board. A student manual must be prepared for the classroom material.
- Provide a breakdown of the number of hours that will be spent on each topic. Additional time and topics are encouraged. The Board only specifies the minimum number of contract hours required.
- Provide a description of how class participation will be encouraged. Credit for participation in class discussions should be considered. If not, document how participation will be encouraged. Attendance credit should not be awarded for obvious inattentiveness.
- Provide a statement whether periodic quizzes will be given. If periodic quizzes will be given, describe how the quizzes will be kept confidential and how they will be graded. Describe what impact on the final pass/fail determination the quiz will have.
- Provide a description or document of how the pass/fail determination will be made. A certificate of completion should be issued only to a person who has adequately met the course requirements. Attendance participation, homework, quizzes and the final exam should all enter into the decision whether to pass or fail the student.
- Attach other information that will help the Board evaluate the course.

PART IV – SIGNATURE

I have completed this application truthfully and accurately and agree that if this application is approved I will provide each student with a "Certificate of Completion," or an appropriate record attesting to the number of hours that person actually attended the program.

Signature of Responsible Person

Date