

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

237 Coliseum Dr., Macon, GA 31217-3858
404-424-9966 - www.sos.ga.gov

EDUCATION PROVIDER RENEWAL

For Basic Training, Advanced Training, and Continuing Education Courses with No Content Changes*

***Use this form to renew training and CE courses that have:**

- had no content changes since the last approval date, and
- have an original approval date issued within the previous 10 years.
- ***If the presentation method or the content for the course you are trying to renew has changed you will need to submit an application for initial approval.***

What you need to know:

- Submit a complete application and \$100.00 fee + \$10.00 processing fee per provider per renewal period. Note that this fee is non-refundable. Government agencies (e.g. EPA) and public utilities are exempt from the application fee. **Note: The course provider fee must be submitted with the first course application during the renewal cycle, not with every course.**
- Please type or print clearly.
- **If you are needing to renew multiple courses, a separate application is NOT required for each course. Instead, you should include a spreadsheet (PDF, Word, or Excel format ONLY) with this application that includes the following information for EACH course: Provider Name, Course Name, Points or Hours Approved, Original Approval Date, Most Recent Approval Date, Approval Number, and Presentation Method. Please note that incomplete applications will not be considered.**
- **DO NOT** make adjustments to this form.
- Basic Training is approved only in blocks of 27 hours or 40 hours, as applicable.
- Advanced Training is approved only in multiples of 12 hours (12, 24, 36, 48), as applicable
- Continuing Education Points
 - Typically awarded on content and not necessarily hour-for-hour;
 - Maximum number of points approved for each program is 6 points per day or 12 points per event;
 - Points awarded are as follows:
 - **Online Courses** – Any courses presented over the internet, other than live webinars, including but not limited to webcasts and prerecorded webinars. 1 point per 2 hours; maximum of 6 hours. Courses must be 2 hours in length to receive 1 point, unless greater credit is justified through beta testing results, or unless the course provider is IACET (International Association for Continuing Education and Training) approved.
 - **Live Webinar** - Live webinars must be instructor led with student interaction, and student participation must be monitored and verified. Courses may not be pre-recorded. 1 point per hour. **Note: if you wish to record your live webinar and offer it as an option for continuing education you will need to submit a separate application for Board consideration as an Online Course.**
- Submit application at least 10 weeks prior to date of course offering and at least 2 weeks prior to the next scheduled board meeting. Board meeting dates are posted at www.sos.ga.gov.
- Late application submissions may not receive an approval number prior to the date of the courses.
- Courses submitted that are not relevant to topics within the Board's regulatory authority, such as storm water courses, will not be approved.
- Applications for renewal that are submitted after the January 31st expiration date will not be accepted. This will result in the course losing approval and will require submission of an application for initial approval.

DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION PACKAGE.

This page is just for your information.

Date Entered _____
 Receipt # _____
 Submitted \$ _____
 Date Issued _____

APPLICATION for EDUCATION PROVIDER COURSE RENEWAL

Check if you are a military spouse or a transitioning service Member of the United States armed forces, including National Guard.

I am applying for:

Provider & Course Course Only (must already be approved provider)



CONTINUING EDUCATION PROVIDER SECTION

Submit a complete application and \$100.00 fee + \$10.00 processing fee per provider per renewal period. *Fee is non-refundable*

Check if you are a government agency (e.g. EPA) or public utility and are therefore exempt from the application fee.

Provider Name and/or Provider Organization: _____

Address: _____
 (Street, City, State, Zip)

Contact: _____
 Name Telephone Number E-mail Address

CONTINUING EDUCATION COURSE / PROGRAM SECTION

- A separate request must be submitted for each course. Course approvals expire January 31st of even numbered years.
- Applications for Course Renewal must be received prior to the January 31st expiration date.

Program Title: _____

Previous Course Approval # _____ Original Approval Date: _____

Are you an IACET Provider? Yes No If yes, Accreditation #: _____

Is the course open to everyone? Yes No

Who will be instructing the course? Include detailed description of each instructor's qualifications and education.

Name: _____ Title: _____
 Name: _____ Title: _____

Presentation Method

(Note: A separate application must be submitted if a live or in-person course is recorded and offered as a prerecorded online course):

Lecture ____ Workshop ____ Instructive Tour ____ Online ____ Live Webinar ____ Correspondence Course ____

If the course is a live webinar, explain method of verification of participation (attached additional pages if necessary):

By signing this I attest that I have completed this application truthfully and accurately and included the documents requested, and that as a provider, I will provide each participant with a "Certificate of Attendance" or an appropriate record attesting to the number of hours that person actually attended the program and including the course approval number issued by this Board. I also understand that additional information may be requested by the Board, and the Board reserves the right to audit any approved courses.



 Signature of Education Provider

 Date