

**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](http://www.sos.ga.gov)

**INITIAL APPLICATION - EDUCATION PROVIDER  
For Basic Training, Advanced Training, and Continuing Education Courses**

**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.
- **A separate application is required for each course.**
- **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/](http://www.sos.ga.gov/).
- Submit a copy of the student manual, course workbook, PowerPoint slides, or conference program. Also, submit a resume for all presenters, a description of how quizzes will be administered (if given), and a syllabus for each course, which includes the major topics covered and amount of time that will be spent on each topic.
- 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.
- The Board reserves the right to audit any approved course.
- **A separate application must be submitted if a live or in-person course is recorded and offered as a prerecorded online course.**
- **Course approvals expire January 31<sup>st</sup> of even numbered years. Using the renewal application, providers may renew a course that has not had content changes. Course can be renewed up to 10 years after the initial approval date, after which the provider is required to submit the course for Board approval as though it were a new course.**

**DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION PACKAGE.**

**This page is just for your information.**

