

## Reminder For CWEA Certificate Holders



# Save Your Contact Hour Certificate!

If you hold a CWEA certificate you will need to show that you have attended at least 12 Contact Hours of education/training in your vocation(s) every two years. Save the enclosed certificate of completion and send it along with your renewal fees when your contact hours are due. The due date is shown on your renewal reminder forms and other mailings from CWEA.

### Have a question?

#### Contact us:

510-382-7800 [phone]

tcp@cwea.org [email]

www.cwea.org/renew [web]

### CWEA Certificate Holder Continuing Education Checklist

- ✓ Check your Contact Hour Due Date on the top left section of your Certificate Renewal Reminder. This is the date your Contact Hours are due.
- ✓ Visit CWEA's web site or call us at 510-382-7800 for a pre-approved list of training programs.
- ✓ Attend at least 12 hours of pre-approved training or educational training during the two years before your Contact Hour Due Date.
- ✓ Save all training certificates of completion earned.
- ✓ Send in copies of your documentation showing the completion of a minimum of 12 Contact Hours together with your certificate renewal fee no later than your Contact Hour Due Date.

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