California Water Environment Association

RECERTIFICATION REQUIREMENT WORKSHEET (OPTIONAL)

Requirement = 12 Contact Hours, 1 Contact Hour = 50 minutes of training

1 CEU = 10 Contact Hours

fill-in your vocation(s), or certificate type, here

Your Name: _____

Institution/Sponsor	Title of Course/Activity	Date(s) of Attendance Must be between July 2006 and July 2008	Number of Contact Hours/CEU's Given	Type of Documentation Received	Vocation 1: Relevant to Vocation? Check if yes	Vocation 2: Relevant to Vocation? Check if yes	Vocation 3: Relevant to Vocation? Check if yes
		Total Contact Hours:					

You need 12 Contact Hours that are related to your vocation(s)

See Approved Training List for training relevant to your vocation.

You can also visit:

www.cwea.org/cert_wte_inhousetrainers.shtml

Activities You Can Use ⇒ **Documentation Needed**

College/University Courses ⇒ Copy of Transcript/Grade Report

Seminars, Workshops, Conferences ⇒ Copy of Certificate or Letter of Attendance

In-House Training/Safety Training ⇒ Copy of Certificate or Letter of Attendance

All Documentation Must Contain the Following Information:

Name of training organization

Program title or brief description of vocations addressed

Name of attendee who completed the program

Number of Contact Hours earned

Date of Completion

An official signature or stamp from the training organization (instructor's signature is OK)

Need Last Minute Training?

Visit www.cwea.org/renew

Click on training list for your state

Find upcoming pre-approved courses, online learning and training providers

How to Use This Worksheet

1. Use chart above to help you track your training.
2. **It is your option to include this form with your recertification package.**
3. Make sure your training is relevant to your vocation by checking the Approved Training List.
4. Training can be used for more than 1 vocation as long as it's relevant to each vocation.
5. Be sure to include only training you have earned within 2 years of your contact hour due date.
6. **Include copies of your training documentation with your recertification package.**

Not Enough Contact Hours?

>Remember, you can use training that you get at work.

>Your supervisor or the trainer can write your training documentation on agency letterhead.

>Visit www.cwea.org/renew and click on "In-house Training" for more information

>Contact us at tcp@cwea.org or 510-382-7800 ext. 107 if you need any help