



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 2008 and July 2010	Number of Contact Hours/CEU's Given	Type of Documentation Received	Vocation 1:	Vocation 2:	Vocation 3:
					Relevant to Vocation? Check if yes	Relevant to Vocation? Check if yes	Relevant to Vocation? Check if yes

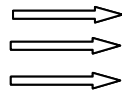
Total Contact Hours: _____

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

- College/University Courses
- Seminars, Workshops, Conferences
- In-House Training/Safety Training



Documentation Needed

- Copy of Transcript/Grade Report
- Copy of Certificate or Letter of Attendance
- 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/certrenew

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