



# IOWPA CONTINUING EDUCATION UNIT FULFILLMENT TRACKING FORM AND CONTACT INFO UPDATE Rev 4/17

Check all that apply:  Installer  Inspector  Installer/Inspector **(\*NOTE: New Inspector information required)**

Date submitted: \_\_\_\_\_ (may be submitted within 60 days after your expiration date)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Check One: Home  Work

City: \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Work: \_\_\_\_\_ Cell/Home: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Certification No: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_

**\*INSPECTOR'S MUST INCLUDE TWO COMPLETED INSPECTION REPORTS WITHIN THE THREE YEAR PERIOD: ONE FOR A WORKING SYSTEM AND ONE FOR A NON-WORKING SYSTEM. RECERTIFICATION WILL NOT BE APPROVED WITHOUT THESE BEGINNING 8/15/2017. IOWPA ONLY RECOGNIZES INSPECTION REPORTS ON IOWPA DOCUMENTS.**

### Recertification Guidelines:

- Certified individuals must submit (via CEU forms) as of January 1, 2017, 20 hours of Continuing Education Units per three year certification period OR must re-test which may be at a premium fee in addition to paying two years past dues.
- Non-IOWPA educational programs must be pre-approved by the certification committee unless noted.
- The organization must provide the individual with a 'certificate' of completion, signed by an approved representative or legible sign-in sheet. Please note that CEU program costs will vary.
- YOU MUST SUBMIT PAYMENT WITH RECERTIFICATION – the date is on your certificate:

**Recertification Fees:** \_\_\_\_\_ \$25 per person installer certification (and/or) \_\_\_\_\_ \$25 per person Inspector Certification

Continuing Education Units: May be earned by attending approved education only sessions. Check IOWPA website for additional upcoming approved programs.

**Program Examples** (1 hour per wastewater topic unless otherwise noted)

- 10 max ..... IOWPA Annual Conference (5 per day per year)
- 5 max ..... IOWPA Annual Committee meeting (typically follows the conference)
- 2.5 max .... IOWPA Board/Committee Volunteers (face-to-face or conference call per year)
- 2.5 max .... Community or volunteer/non-profit/on-site/ presentations or installations (per year)
- 5-10 max .. IOWPA Field Day (minimum of 5 and maximum of 10 per year)
- 5 max ..... IOWPA Newsletter article (per 3 year period)

IOWPA will log your attendance for all IOWPA sponsored events.

**Payment Options:** Check, Money Order or Credit Card (MC, Visa or Discover)

Name on card \_\_\_\_\_

Card No. \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

**NOTE:** If you are requesting credit for programs other than those listed above or on the IOWPA website, you must submit individual events to the Certification Committee within two weeks after the event with a copy of the agenda and topics and proof of registration. Course Approval application is online at [www.iowpa.org](http://www.iowpa.org).

1) Name of Program: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

1) Name of Program: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

*For additional program hours, please copy this form or list on back.*

### Programs that may be approved annually

In addition to the aforementioned, you are responsible to track and record these programs. You must provide a certificate or sign in sheet. (Maximum 1 CEU per hour.)

- Distance learning through [www.wastewatereducation.org](http://www.wastewatereducation.org) (max 5 per year)
- WWETT Show Education days (max 5 to be earned per year)
- WWETT Trade Show days (max 2.5 to be earned per year)
- Local Health Dept. (max 5 to be earned per program)
- Soils Contest Judging (max 5 to be earned per event)
- IEHA fall conference (max 10 or 5 per day to be earned per program unless noted otherwise)
- Outdoor Soil Training for Onsite Sewage Systems (max 5 may be earned per program)
- Technology approved education/training per classroom hour (does not include product facility tours, product specific promotion)

Check the IOWPA website regularly for additional CEU opportunities.