



Sewage Treatment Systems CONTRACTOR CONTINUING EDUCATION COURSE APPROVAL APPLICATION (CE-4)

This application is to request approval of a training or education program for Sewage Treatment Systems contractor continuing education hours. The course provider must submit this application and supporting documents to the address or email provided at the bottom of the application. The application must be signed to be considered.

The following information is required for approval at least ten (10) days before the training begins. ODH will not review incomplete applications.

Training Agency Information

Training Agency Name:		
Contact Person/CEU Coordinator:		
Complete Training Agency Mailing Address:		
City:	State:	Zip Code:
Signature of CE Coordinator:		Date:
Telephone Number w/Area Code:	Email Address:	
ODH Use Only:		
Date Received:	Reviewed By: 1. _____ 2. _____	
<input type="checkbox"/> Approved Hours: _____		<input type="checkbox"/> Not Approved

Submit *completed* application and supporting documents to BEH@odh.ohio.gov or mail to:
Ohio Department of Health
Residential Sewage Program, BEH
246 North High Street
Columbus, OH 43215

Program Information

(Attach separate sheet if necessary)

Title of Program/Course:	
Instructor/Presenter Name(s) & Qualifications:	
Type of Program <input type="checkbox"/> Seminar/Conference <input type="checkbox"/> Field Training <input type="checkbox"/> Other <div style="text-align: right; margin-top: 5px;">Describe:</div>	
Location:	Date:
Proposed Continuing Education Units: <i>Attach a detailed explanation of the program content and the program schedule (agenda with times for each portion of the program listed as well as any breaks given. A list of all course attendees must be submitted within 60 days of course completion.</i>	
Number of hours requested: _____ Hours: _____ (60 minutes = 1 contact hour, 15 minutes = 0.25)	
Detailed Program Description and Educational Outcomes: <i>Describe the relevancy to Sewage Treatment Systems contractors for the program/training being offered and the expected educational outcomes the attendees will receive by attending the program/training. A typed explanation on a separate sheet may be attached if needed.</i>	

Sewage Treatment Systems CE-4 Approval Application Instructions:

The application and information for program/training approval must be submitted by the course provider no later than ten (10) days before the date the training is being offered. **Any program/training submitted after the program or presentation has occurred will not be granted continuing education credit.** Incomplete applications will not be reviewed.

The following information/items must be included with each application for CE approval. Missing items will delay the processing of your application.

- **Learning Objectives** – the learning objectives must clearly identify the knowledge and skill(s) the participants should acquire by participating in the program.
- **Presenter Qualifications** – you must provide a statement of qualifications for each presenter, which must be attached to the application. These items should include the speaker(s) professional and background information.
- **Program/Training Schedule** – Attach a copy of the program agenda, itinerary or outline with detailed times for breaks and lunches (if applicable). CE will not be awarded for registration, breaks, lunches, pre-tests, post-tests, or program evaluations.
- **Brochure/Flyer** – Submit a program brochure or flyer for the program/training, if one is available.
- **Proof of Program Completion** – Documentation of the completed program/training must be submitted to ODH within 60 days of completion, including a list of participants for the program/training. Failure to submit proof of completion may result in the disapproval for future trainings/programs.

Submit the completed application and supporting documentation via email to BEH@odh.ohio.gov or mail to:

Ohio Department of Health
BEHRP, Residential Sewage Program
246 N. High St.
Columbus, OH 43215

Upon receipt of the approval request, the Residential Sewage Program staff will review the application and supporting documents. The requesting agency/organization will be notified of approval or disapproval within 5 days of receiving the application.

If you have any questions about the application or the CE approval process, contact the Ohio Department of Health Residential Sewage Program at 614-644-7551.

Sewage Treatment Systems Contractor Continuing Education

I. Who Must Comply

Ohio Administrative Code 3701-29-03 requires that all sewage treatment system (STS) contractors shall complete continuing education in subjects relating to sewage treatment. Paragraph (C)(5) of rule 3701-29-03 provides that STS contractors shall complete six (6) hours of continuing education each year to be eligible to apply for registration renewal. Paragraph (C)(5) of rule 3701-29-03 also provides professional certifications that may be maintained in lieu of the required six hours of CE. The continuing education must be earned in the calendar year preceding the year of registration renewal.

II. Obtaining Continuing Education

STS contractors may earn clock hours by two different methods:

(A) Attendance and/or participation in courses that have been approved by the Ohio Department of Health. Appropriate application for clock hours is submitted by the training organization or agency to ODH. The sponsor of the approved course is responsible for monitoring attendance, providing verification of attendance to the STS contractors, and providing a list of attendants to ODH.

(B) STS contractors may apply for clock hours for a course that has not been approved by ODH. A CE-2 form must be submitted within ninety (90) days of completion of the course. When submitting the CE-2 form, a copy of the program or agenda and evidence of attendance must be submitted with the form. The applicant should document that the course contains acceptable subject matter as outlined in section III. *Acceptable Subject Matter.*

III. Acceptable Subject Matter

Subject matter which improves the practice of the STS contractor and develops skills necessary to use such knowledge is acceptable for continuing education credit. Subject matter includes, but is not limited to knowledge of:

- STS installation
- STS service
- Septage hauling
- Land application of septage
- STS design
- Soils & soil absorption
- Gray water recycling systems
- Wastewater treatment processes
- Sewage treatment regulations
- STS manufacturer training

Other topics not included in the above list may be approved, pending review by ODH.

IV. Formats for Instruction

(A) Acceptable formats:

- Workshops
- Seminars
- Courses
- Symposiums
- Lectures
- Field Training
- Online courses and webinars, must comply with the following:
 - Subject matter must be in accordance with Section III (above)
 - Course must be approved through submission of application for course approval or CE-2 form (individual) to ODH with supporting documentation
 - Participation in the program must be verified by the course coordinator

(B) Unacceptable formats:

- Community activities
- Reading of journals or books
- Telephone or computer conferences
- Self-directed research projects

V. Determination of Clock Hours

Continuing Education clock hours will be given in quarter hour increments with the session time to be determined to the nearest quarter hour.

VI. Credit for Service As Lecturer, Speaker, Discussion Leader

Credit can be obtained providing:

- Credit be given only once for the same lecture.
- The lecture is given as part of an approved course.
- No more than one-third (1/3) of the required hours are obtained in this manner.

VII. Acceptable Proof of Attendance/Completion

(A) Responsibility for reporting Continuing Education requirements

(1) Responsibility for documenting the required clock hours of CE credit rests with the individual registered contractor. Evidence to support the clock hours shall be retained by the registered contractor. Documentation given to contractors upon completion of an approved CE program must include, but shall not be limited to, the following information:

- (a) The name of the participant completing the CE
- (b) The name of the registrant/company the participant represents (in case of dual registration, more than one company name may be indicated or represented)
- (c) The number of hours earned by the participant
- (d) The title of the CE program
- (e) The date of the CE program
- (f) The name of the CE provider

(B) Acceptable proof of completion includes:

- (1) Certificate of attendance
- (2) Verification of attendance by the speaker or sponsor of the training course or meeting
- (3) Attendance roster

If you have any questions about the application or the CE approval process, contact the Ohio Department of Health Residential Sewage Program at 614-644-7551.