

## CONTINUING EDUCATION

### **How Do I Receive Credit For this Conference?**

To receive credit for all technical sessions and pre-Conference workshops, please fill out a Continuing Education Request Form and be sure to have a room monitor initial for verification.

Attendees will have to submit their CE Request Form to the Registration Desk at the end of the Conference. Please request a continuing education form when you check-in and ask WEF staff at the Registration Desk if you have further questions.

### **Workshops:**

WEF offers Continuing Education Units (CEUs) for participation in workshops, which are held as full and half-day sessions in a classroom setting conducted by industry-leading professionals. **One CEU is the equivalent to 10 hours of training or formal instruction.** These are distributed for structured, relevant professional training above and beyond that of initial certification or employment in a particular field.

### **Technical Sessions:**

WEF offers Professional Development Hours (PDHs) for participation in technical sessions. **A PDH is defined as one hour** spent engaged in an activity that contributes to the advancement or enhancement of professional skills or scientific knowledge of a professional engineer or operator.

### **Opening General Session:**

General Contact hours are distributed for participating special sessions that are less technical in nature or have varied tracking methods. These sessions provide opportunities to see the newest developments in water related technology and get firsthand demonstrations from industry experts. A General Contact Hour is defined as one hour spent engaged in an activity that contributes to the professional knowledge of a participant.

### **When Will I Receive Credits For this Conference?**

Certificates and transcripts for this event will be mailed within 8 weeks of the Conference.

Please keep in mind that although WEF does provide these files, most states will require the individual licensee to report continuing education credits.

Note: Educational Credits will not be recorded and documentation will not be distributed unless the attendee is a confirmed registrant of this event and the proper steps are completed as indicated in the directions provided.

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### Are WEF Continuing Education Credits Approved in My State?

WEF applies for approval in many states and will be happy to work with individuals and Member Associations for additional state or agency approvals upon request. In addition, WEF has been approved as a Training Provider through the following:

The Florida Board of Professional Engineers, the New York State Department of Education, and the Ohio EPA. Several states typically accept WEF PDH and CEU credits without issue. For example: California (CWEA), Florida and New Jersey.

### What Else Do I Need to Know?

WEF follows the International Association of Continuing Education and Training (IACET) guidelines along with state-specific regulations to achieve strict policies and procedures regarding its Continuing Education Program. WEF calculates education credits following a standardized method that is the most widely accepted by certification and licensing agencies. However, many states differ in the type and/or number of credits they will approve for educational events. Because of this, participants are responsible for exploring their state requirements and for ensuring that WEF conference credits are accepted.

### Service and Support...

In keeping with IACET guidelines, WEF maintains a database of all continuing education files for a minimum of 7 years. You may contact WEF's Customer Service Team between the hours of 8:30am and 5:00pm EST, Monday through Friday to request these files. Please call 1-800-666-0206 or submit an email request to [csc@wef.org](mailto:csc@wef.org).

### State Credit Calculations:

\*Some state licensing boards will accept CEUs for session under 3 hours in length. Some use different acronyms for training credits. In most instances the credits issued by WEF can be converted to meet state specific requirements that vary from the system used by WEF. This is usually managed at the state level using the following conversion:

**1.0 CEU = 10 Hours** of session time

**1.0 PDH = 1 Hour** of session time

**1.0 Contact Hour = 1 Hour** of session time

For example: **1.7 CEU Credits = 17.0 PDH** depending on individual state regulations.

*\*CEU & PDH credits are available for Workshops to Professional Engineers licensed in the state of New York (NYSED).*

**For more information regarding WEF's Continuing Education Program, please visit [www.wef.org/OdorsAir](http://www.wef.org/OdorsAir)**