



STS CONTRACTOR CONTINUING EDUCATION COURSE APPROVAL APPLICATION (CE-4)

This application is to request approval of a training or education program for STS 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 Describe:	
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: (60 minutes = 1 contact hour, 15 minutes = 0.25)	
Hours:	
Detailed Program Description and Educational Outcomes: <i>Describe the relevancy to STS 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>	

STS 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.