



Washington Certification Services at Green River College processes all Requests for Conference Evaluation and CEU Assignment based on procedures established by Washington State Department of Health's Waterworks Operator Certification Program. Requests for evaluation of conference sessions that are incomplete, submitted by other than the course sponsor, received less than **45 days in advance** of the conference start date, or that do not meet DOH guidelines for CEU assignment will be returned to the originator.

TO SUBMIT

EMAIL TO:

SubmittalsWCS@greenriver.edu

OR

MAIL TO:

Washington Certification Services
1221 D Street NE
Auburn, WA 98002

Please do not use staples

Sponsor Information

Sponsoring Organization \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_ Phone Number (area code) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Would you like a link to your training to be posted on our website? If so, enter website below:

Website \_\_\_\_\_

Conference Information

Conference Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Location \_\_\_\_\_

How will attendance at each session be monitored and verified?

Empty text box for attendance monitoring details.

Satisfactory completion of each session will be demonstrated by:

Empty text box for completion demonstration details.

Required Attachments For Each Conference Session

Outline or abstract for each conference session that verifies:

- How the topic is directly related to the operation or maintenance of a water system, or to managing the operation or maintenance of a water system, and
How waterworks operators will use this training to influence water quality, water supply, or public health protection.
Learning outcomes that participants will be expected to demonstrate as a result of this training
Time schedule including beginning and ending times of each session, breaks, lunches, etc.
Name, address and professional background of instructor and method of instruction used

For Office Use Only

CEU Assignment \_\_\_\_\_ Date \_\_\_\_\_ ID Number \_\_\_\_\_