

**GEORGIA BOARD OF REGISTERED
ENVIRONMENTAL HEALTH PROFESSIONALS
REQUEST FOR APPROVAL OF CONTINUING EDUCATION PROGRAM
(SEPARATE FORM REQUIRED FOR EACH TRAINING)**

NAME OF CONFERENCE/MEETING: _____

LOCATION: _____

DATES: _____

SPONSORED BY: _____

Submit a copy of the program and the credentials of each presenter. The program information must include the topics to be presented, a brief description of the contents, and the number of hours, excluding breaks. Presenter information must include at minimum names, degree held, and current position. **CLEARLY MARK THE PROGRAM COMPONENTS YOU ATTENDED. Keep a copy of the material that you submit.**

Be sure to enclose:

- Copy of program/agenda. Show topics and brief description.
- Mark sessions attended
- Information of presenters'/credentials
- Number of hours/minutes in session
- For in-service training, include documentation from supervisor indicating attendance, content, hours of contact time, etc.

NOTE: Staff and Board meetings do not qualify for CEUs.

INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Check here if you prepared and taught or presented this session rather than attended it. Credit can only be used once for a particular training, regardless of the number of times presented.

Submit to:

Georgia Board of Registered Environmental Health Professionals
397 Eastman Highway
Hawkinsville, GA 31036

Submitted by: _____ Date Submitted: _____

(Please Print)

Name: _____ Registration # _____

Address: _____

Phone: _____ Email: _____

24 HOURS OF CEUS ARE REQUIRED FOR REGISTRATION RENEWAL

ADMINISTRATION SECTION

Date Received: _____ By: _____

Date forwarded to CEU Committee: _____

Date approved / rejected: _____

Entered into database: _____