



# New York Water Environment Association, Inc.

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*The Water Quality Management Professionals*

525 Plum Street, Suite 102 • Syracuse, NY 13204  
(315) 422-7811 • Fax: 422-3851 • www.nywea.org

## NYWEA Chapter/Committee

### COVERSHEET FOR NYWEA PDH PROGRAM APPROVAL

This form is to be completed by the sponsoring chapter or committee assigned coordinator at least one month prior to the starting date and sent to NYWEA.

Application Submittal Date: \_\_\_\_\_

Date(s) of Program: \_\_\_\_\_

Location: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Sponsoring Chapter or Committee: \_\_\_\_\_

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Submittal Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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Meeting Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

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Number of Contact Hours Proposed: \_\_\_\_\_

Titles of Presentations to be Reviewed for PDHs (can indicate on meeting agenda):

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Brief Description of Meeting (attach meeting agenda and/or notice with time schedule):

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FOR NYWEA OFFICE USE ONLY

Number of NYWEA PDHs \_\_\_\_\_

NYWEA Program File Number \_\_\_\_\_

- \_\_\_\_\_ Received Meeting Agenda
- \_\_\_\_\_ Received All Abstracts
- \_\_\_\_\_ Received All Bios
- \_\_\_\_\_ Received Speaker Evaluations
- \_\_\_\_\_ PDH Approval Letter Received
- \_\_\_\_\_ Certificates Sent



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## Guidelines for PDH approval and implementation

Action	Timeframe
1. Chapter/Committee coordinator submits application with PDH submittal forms <ul style="list-style-type: none"> <li>a. Coversheet for PDH Program Approval</li> <li>b. Application for PDH Approval Forms (complete for each presentation)</li> <li>c. Meeting agenda with durations</li> </ul>	Four weeks before scheduled meeting or mailing of the notice indicating PDH assignments
2. NYWEA/PDH subcommittee assigns course evaluator(s)	Upon receipt of application
3. Course evaluator reviews application, discusses any discrepancies with chapter/committee coordinator, and provides NYWEA with an approval letter indicating the number of PDHs awarded	Approval/denial within two weeks of receipt of complete package
4. NYWEA/PDH subcommittee informs coordinator of approval/denial	Within two weeks of receipt of complete package
5. Chapter/Committee proceeds with meeting announcement to its members indicating PDH assignments	<u>After</u> course approval
6. NYWEA sends chapter/committee materials for course implementation <ul style="list-style-type: none"> <li>a. Attendance verification form</li> <li>b. Speaker evaluation form</li> </ul>	One week prior to meeting
7. Chapter/Committee administers meeting and completes evaluations	At meeting
8. Chapter/Committee coordinator submits completed materials to NYWEA <ul style="list-style-type: none"> <li>a. Attendance verification form</li> <li>b. Speaker evaluation form</li> </ul>	Within one week of meeting
9. NYWEA issues certificates of completion	Approximately one month after receiving all required information