



New York Water Environment Association, Inc.

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: _____

Submittal Coordinator: _____ Phone: _____

Email: _____ Fax: _____

Address: _____

City, State & Zip: _____

Meeting Chair: _____ Phone: _____

Email: _____ Fax: _____

Address: _____

City, State & Zip: _____

Number of Contact Hours Proposed: _____

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

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

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"> a. Coversheet for PDH Program Approval b. Application for PDH Approval Forms (complete for each presentation) c. Meeting agenda with durations 	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"> a. Attendance verification form b. Speaker evaluation form 	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"> a. Attendance verification form b. Speaker evaluation form 	Within one week of meeting
9. NYWEA issues certificates of completion	Approximately one month after receiving all required information