



# APPLICATION FOR APPROVAL OF CONTINUING EDUCATION CREDIT FROM THE SRPL BOARD FOR CONTINUING EDUCATION PROGRAMS

## INCLUDING

ONE-DAY CLASSES, MULTI-DAY COURSES, CONFERENCE PRESENTATIONS or SEMINARS

Submit all completed applications to:

[SRPLBoardContact@dep.nj.gov](mailto:SRPLBoardContact@dep.nj.gov)

If you have any questions or concerns regarding this application please send the SRPL Board an email or call 609-984-3424

## THE FOLLOWING ENTITIES MAY SUBMIT THIS APPLICATION:

1. A **Continuing Education Provider** seeking approval of Continuing Education Credit (CEC) for an in-person attendance format or alternative verifiable learning format continuing education program.  
An Alternative verifiable learning format is any format of continuing education alternative to in-person attendance including but not limited to videotape, audiotape, remote place viewing, on-line internet computer presentation, satellite simulcast, teleconferencing, videoconferencing, internet computer self-study, or other alternative format the Board authorizes.
2. An **LSRP** seeking approval of CEC for attending an in-person attendance format or alternative verifiable learning format continuing education program. The LSRP should verify whether the Course Provider intends to submit this application, and should only submit this application if the Course Provider does NOT intend to do so.

## TIME FOR SUBMITTAL:

Applications for CEC must be received by the SRPL Board no later than 90 days after the continuing education program is held for the first time.

## BASIS FOR BOARD APPROVAL OF CECS:

Board approval of CECS will be based on the information contained in and accompanying this application and any additional information that may be requested by the SRPL Board. Contact the SRPL Board if there is any change to information submitted prior to approval. The SRPL Board considers the merits of each application for CEC individually.

## DURATION OF APPROVAL:

Once approved, approval is valid as long as the continuing education program remains unchanged. Any substantive change to the content of the approved program, or change in one or more instructors, will necessitate a new application for approval of CEC.

## APPLICATION INFORMATION

Indicate which entity is submitting this application:

- A **Continuing Education Provider** seeking approval of a Continuing Education Program  
or  
 An **LSRP** seeking CEC for attending a Continuing Education Program  
(Only submit this application if the Course Provider does NOT)

A complete application for approval must include each one of the following items. Fill in a response and check off whether an attachment is provided.

**Name of Continuing Education Program:** \_\_\_\_\_

**Continuing Education Provider:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**LSRP License No.:** (if applicable) \_\_\_\_\_

Information Attached		Item Complete (for SRPLB Use only)
<input type="checkbox"/>	1. A full description of the program, including the title, name of the provider, and date(s), time(s), and location(s) that the program will be or was offered.  <b>NOTE:</b> Provide all dates that the continuing education program will be or was offered. If the dates and locations are not yet determined, inform the Board as soon as they are determined. Let the Board know if this continuing education program is intended to be a one-time offering or if you plan to repeat it periodically.	<input type="checkbox"/>
<input type="checkbox"/>	2. The number and type (ethical, regulatory, scientific/technical) of CECs requested for attendees of the education program along with your justification for the number and type of CECs requested.	<input type="checkbox"/>
<input type="checkbox"/>	3. An outline or syllabus of the continuing education content.	<input type="checkbox"/>
<input type="checkbox"/>	4. A description of the continuing education that establishes its relevance to regulation of site remediation, scientific and technical principles of site remediation, and/or ethical obligations of licensed site remediation professionals in New Jersey.	<input type="checkbox"/>
<input type="checkbox"/>	5. The credentials of the instructor(s).	<input type="checkbox"/>

<input type="checkbox"/>	6. A statement that the continuing education provider will or did utilize sign-in and sign-out sheets to verify attendance and will maintain records of attendance for the Board's inspection for a period of seven years.	<input type="checkbox"/>
<input type="checkbox"/>	7. A statement that the continuing education provider will or did provide certificates of attendance to all attendees within thirty calendar days of successful completion of the continuing education	<input type="checkbox"/>
<input type="checkbox"/>	8. A statement that the continuing education provider will or did, at the completion of the continuing education, conduct and retain for the Board's inspection for a period of three years an evaluation of the continuing education and the continuing education instructor(s) using, at a minimum, evaluations prepared confidentially by the attendees and maintained in such a manner that the identity of each evaluator is not disclosed to the provider or instructors. Provide examples of evaluation questions, or the complete evaluation if available.	<input type="checkbox"/>
<input type="checkbox"/>	9. A statement that the continuing education provider will or did allow representatives of the SRPL Board to monitor the continuing education without charge or need for advance registration or notice.	<input type="checkbox"/>
<input type="checkbox"/>	10. For an in-person attendance format program, a statement describing the provider's policy for granting partial credit if an attendee arrives late, leaves early, or otherwise misses a portion of this continuing education program. The Board's Policy on partial continuing education credit can be found on the Board website.	<input type="checkbox"/>
<input type="checkbox"/>	11. For an alternative verifiable learning format continuing education program, a statement describing the examination or other mechanism that an LSRP taking the program must complete to verify attendance and thereby earn continuing education credit. If an examination, provide sample questions. If another mechanism, describe sufficiently so that the Board can review and approve it.	<input type="checkbox"/>