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12-057

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Approval of Continuing Education Programs and Courses

[Title 124 – Onsite Wastewater Treatment Systems](#) requires that any continuing education program or course to be used for the purpose of fulfilling the [education requirements](#) of a certified professional be approved by the Nebraska Department of Environment and Energy (NDEE). A continuing education provider must submit the proposed program or course to the Department for approval not less than 60 days prior to the date the proposed program or course is offered for presentation. A certified professional may at his or her discretion submit a proposed program or course for approval if the provider has not submitted the same for consideration, except for independent or self-study programs or courses which must be submitted by the provider. The Department evaluates and determines the number of Professional Development Hours (PDHs) that a certified professional can claim for successful, documented completion of any educational course or program. Continuing education units, PDHs, are based on the actual contact hours of training or education.

Approvals for continuing education programs and courses must include the following information or be submitted on a [form](#) provided by the NDEE:

Classroom Style Program

- Demonstrate the instruction or presentations will be conducted by individuals qualified in the program or course topic;
- Adequate biographical information for each identified qualified individual;
- An outline of the program or course with adequate detail to verify the topics of presentation, including detailed timelines to show the hours of education presentation planned. The continuing education provider must provide the Department access to monitor or audit the program;
- Demonstrate adequate capability to document and maintain records that verify successful participation in or attendance at the program or course;
- An agreement to provide the Department a list of participants who have completed the program or course within 30 days of its completion; and
- A request for the number of professional development hours for the program or course and include adequate supporting documentation for the PDHs requested.

Independent or Self Study Program

- Demonstrate that qualified individuals developed and are directly responsible for the program or course content;
- Adequate biographical information for each identified qualified individual;
- An outline of the program or course with adequate detail to verify the topics of presentation, including detailed timelines to show the hours of education presentation planned. The continuing education provider must provide the Department access to monitor or audit the program;

- Demonstrate adequate capability to document and maintain records that verify successful participation in or attendance at the program or course;
- An agreement to provide the Department a list of participants who have completed the program or course within 30 days of its completion; and
- A request for the number of professional development hours for the program or course and include adequate supporting documentation for the PDHs requested.

Certified Professional Self Submittal

- The contact name, address, and telephone number for the sponsoring organization or provider;
- The program or course agenda with adequate detail to verify the topics of presentation including detailed timelines to show the hours of education presentation planned;
- The name of the presenter for each topic;
- A description of the means by which the continuing education provider has or will document successful participation or attendance and how the applicant has or will obtain and maintain records of participation or attendance when an application for approval is submitted by a certified professional without participation in the application by the continuing education provider (For independent or self-study programs or courses this documentation must be submitted by the program provider.).
- A request for the number of professional; development hours for the program or course and include adequate supporting documentation for the PDHs requested.

[Approved courses/classes for continuing education](#) will be posted on the Department's webpage at <http://dee.ne.gov/>.