



Request for Course/Seminar Approval

STATE USE ONLY

Date Received: _____

Date Referred to the Board: _____

Please submit this completed form to the State Board of Examiners of Environmental Professionals at the address indicated at the end of this form. Print or type unless otherwise noted.

Part I: Requestor Information

Requestor:

Name (Last, First, M.I.): _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone: _____ ext. _____ Cell: _____

Email: _____

LEP License # (if applicable): _____

Part II: Course/Seminar Information for In Person or Live Webinar Format

1. Title of Course/Seminar: _____

2. Course/Seminar Provider: _____

Contact Name (if different than above): _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Phone: _____ ext. _____ Cell: _____

Email: _____

3. Location of Course/Seminar: _____

4. Date(s) Course/Seminar Offered/Taken: _____

5. Is the Course/Seminar for college credits or CECs? _____

6. If the Course/Seminar is provided by a university or College, is the school accredited?

Yes No

7. **College Course:**

Provide the number of semester hours taken: _____

Course Type (check one): Audit Pass/Fail Grade (specify): _____

Part II: Course/Seminar Information for In Person or Live Webinar Format (continued)

8. **Method of Tracking Attendance for In Person or Live Webinar Format*:** _____

9. **Course/Seminar Title:** _____

Provide the number of contact hours: _____

Pursuant to RCSA section 22a-133v-2(e)(1)(B), a “*contact hour*” means an hour that a licensee spends attending a course/seminar, exclusive of registration, meals, administrative activities, or social functions. A course/seminar must be a minimum of two contact hours.

A series of short presentations is considered a seminar and will be considered for ½ credit per contact hour at the board’s discretion.

Provide the start time, break times, lunch, and what time the course/seminar ends in the syllabus provided as an attachment as indicated below. Only one 15-minute break per four contact hours will be allowed to be included as part of the contact hours, and this break should be specified in the syllabus. For fewer than four contact hours no breaks shall be included in the contact hours, but such breaks shall continue to be specified on the syllabus.

Part III: Attachments

The following must be submitted with this completed form:

1. A written outline or syllabus: indicate detailed timeline, i.e., Start time, breaks, lunch, end time;
2. detailed description of the course/seminar;
3. qualifications of the Instructor(s); and
4. for attendance tracking provide type of tracking product software and supporting documentation

The following may be requested: A copy of any instructional materials used.

All supporting information must be provided on this form or in the supporting documents rather than in the body of the email. Please submit this completed form and all supporting documents no later than the week prior to the LEP board meeting for which you are requesting the application for CECs be considered by the LEP board. The dates for such board meetings are provided on the Connecticut Secretary of State’s government calendar. Should you have any questions, please contact Liz McAuliffe, LEP Board Administrator, at Elizabeth.mcauliffe@ct.gov or 860-424-3458.

If there are any substantive changes to the course/seminar or instructors, you must reapply for course/seminar approval.

* ***On-Demand Distance Learning*** is not equivalent to a live webinar and there are additional requirements for on-demand distance learning courses to be approved. Please refer to Section 22a-133v-2(e)(8) of the Regulations of Connecticut State Agencies for the additional requirements and submit:

1. a letter from the independent reviewer indicating the length of time for the on-demand course and assuring that the attendee is unable to skip ahead of the regular course progression;
2. provide affirmation that there will be a minimum passing score of 70% for all automated multiple-choice exams; and
3. submit a record retention policy that complies with the regulation. If you are an approved Sponsor for On-Demand Distance Learning in accordance with 22a-133v-2(e)(7) of the Regulations of Connecticut State Agencies, indicate the date your sponsorship was approved by the LEP board.