

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals
CONTINUING PROFESSIONAL EDUCATION (CPE) APPLICATION
CERTIFICATE OF COMPLETION**

_____ Participant's Full Name
attended _____ hours of continuing professional education (CPE) training conducted at
(number of hours completed)
_____ on _____ .
(location) MM/DD/YYYY

Course Title _____
Description

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Sponsor/Sponsor's Agent Signature _____ Date _____
Sponsor/Sponsor's Agent Information (please print or type)

Sponsor/Sponsor's Agent Name & Title _____
Organization/Company Name _____
Mailing Address _____
City _____ State _____ Zip Code _____

Contact Numbers _____
Primary Telephone Alternate Telephone Fax

Instructions

Sponsor/Sponsor's Agent (Instructor, Proctor or Coordinator)

Please provide the requested information by typing or printing in ink. Certificates completed in pencil will not be accepted. Please provide all of the requested information. If the certificate is incomplete, the training may not be accepted as meeting the continuing professional education requirements of the Virginia Board for Waterworks and Wastewater Works Operators & Onsite Sewage System Professionals Regulations. Each certificate must contain an original sponsor/sponsor's agent signature and signature date. To minimize the time/effort required to issue the certificates, training providers are encouraged to complete as much as possible of the other required information prior to conducting the training.

Participants

Make sure all of the required information is contained on the certificate and that the sponsor/sponsor's agent has signed and dated the certificate. File the certificate in a safe place. It is your responsibility to retain this certificate for at least two years after the completion of the license renewal period in which the training is taken. You may be required to submit a copy of this certificate to verify you have completed the required number of hours of continuing professional development training.