

**Continuing Professional Education (CPE)
Certificate of Completion**

Participant's Full Name

attended _____ hours of continuing professional education (CPE) training conducted at

_____ on _____
(location) (date)

Course Title _____

Description _____

Sponsor/Sponsor's Agent Signature _____ Date _____

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

Sponsor/Sponsor's Agent Name & Title _____

Organization/Company Name _____

Telephone _____

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 one year 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.