

# Lisa Erkert

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**1-5-2023**

Judy Grycko

OESAC/CEU Committee

PO Box 577 Canby OR 97013-0577

**Dear Judy Grycko:**

Please consider this correspondence a request for CEU evaluation for the AWWA Cascade to Coast Subsection Short School to be held February 28<sup>th</sup> to March 2<sup>nd</sup>, 2023, at the Linn County Expo in Albany. The Cascade to Coast Subsection is the sponsor of the school. The speakers are chosen based on prior OESAC CEU Committee approval and topic relevance to Short School agenda and past student evaluations indicating high approval ratings and effectiveness as well as ideas for future topics by the Short School committee.

I am doing the administrative work for the committee this year. Items submitted are the following:

1. Cover Letter
2. Schedule of individual classes offered including start & stop times, breaks & lunch times
3. Class descriptions, instructor name, employer and/or affiliation, & length of each class (CEU)
4. Instructor background and information forms
5. Payment

Each participant is given an attendance form and each class is monitored by stamping their attendance form at the end of the class. An electronic record is made, and a copy is sent to each participant, along with their certificate of CEUs earned. The maximum credits available is 2.0 CEUs.

Each participant certificate will include the following information: School Title, OESAC number, date, and number of CEUs earned based on each participant's actual hours of class attendance. The certificate will detail the number of CEUs earned for Water and/or Wastewater Certification, as well as the total CEUs earned.

The OESAC CEU Committee, OHA-DWP and Oregon DEQ will be provided a roster with the participant's name, employer, Oregon Certification Number, type, and number of CEUs earned after the completion of the school. A permanent record of individual CEU awards is kept with the Short School files for a minimum of five years.

Please let me know if you need additional information or materials prior to the Committee's meeting. I can be reached by phone or email at the contact information above.

**Thank you,**

Lisa Erkert