

February 22, 2022

Judy Grycko
OESAC CEU COMMITTEE
PO Box 577
Canby, OR 97013-0577

Subject: Request for Approval of Phase 1: Compliance & Reporting Operator Course
Application for CEU's

Good afternoon Judy,

Thank you for your recent correspondence with our team. We appreciate your consideration towards awarding accreditation CEU's of 8.5 hours for the 14 Section-**Phase 1** Compliance & Reporting course.

This classroom style course emphasizes the process of environmental compliance and reporting, as required by state and federal law and our contracts. This course serves as a reminder to Operators/Associates about our commitment to environmental compliance and the consequences of non-compliance to both the Company and individuals.

This classroom course will take an enrolled Jacobs' Operator/Associate approximately 8.5 hours to complete. The module is complimented with PowerPoint slides led by our Companywide Compliance Trainer so the Operator/Associate can more effectively comprehend and relate to the material presented. Course accountability will be documented by a signed course completion sheet and the Final Exam score will be tracked and recorded.

As the course author, I have 23 years of wastewater experience as a compliance inspector, manager and trainer. I hold an active Grade 1 Environmental Compliance Inspector license in California, and work with a group of 15 members in the C&R group who contribute to our courses and collectively have over 300 years of wastewater and water utility experience.

We hope your State will award this course with the CEU equivalency of 8.5 hours or .85 CEUs. Please review and assign appropriate CEUs. If you require any additional information, please feel free to reply via email or call.

Sincerely,



Elisabeth A. Smith
Companywide Compliance Trainer
(208)420-9800
elisabeth.smith@jacobs.com

Attachments: Instructor Background and Information Form
Phase 1 C&R Course Syllabus
Elisabeth A. Smith, Curriculum Vitae