

Certification Program for Composting and Landfill Operators Application for Continuing Education Units (CEUs) Evaluation

Please follow instructions on Page 2

Applicant Name: _____

Are you a (check one Course Provider

Mailing Address:

Postal Code: _____ Email: _____

Name of Course to be evaluated: _____

Course Sponsor: _____

Course Instructor(s): _____

Instructor(s) Qualifications attached (check one No

If No, explain:

Number of Contact Hours (excluding breaks): _____

Course description (attach detailed course outline) – **APPLICATIONS RECEIVED WITHOUT THIS WILL BE RETURNED AS INCOMPLETE**

Describe the relevance to composting and landfill operators:

If you are an operator requesting CEUs, attach a course completion certificate or equivalent

Over for More Information

For Office Use Only

Recommended CEUs: _____

Entered on Approved CEU list: _____

Instructions

Please print clearly or type your application – Illegible applications will be returned as incomplete.

Provider

A course provider can apply to have a CEU value assigned to a course by completing the online form at:

- [Landfill and Composting Facility Operator Certification](#)

It is important to provide the basic information required by the definition of a CEU.

- Sponsorship: The person, association, company, utility or institution that is sponsoring the course must be identified. The sponsor must be a responsible entity.
- The presentation style is required. Is it classroom, workshop, conference, laboratory, correspondence or online?
- Hours: One CEU is based on 10 hours of approved, relevant training. The applicant should provide a detailed schedule, hour by hour of the course including: topics, time spent on each topic and scheduled breaks. Correspondence or online courses must have some sort of rationale for the hours assigned. A good method is to use the number of hours that it takes to deliver the same course material in a classroom setting.
- Instruction: The instructor(s) need to be listed and their qualifications outlined. If the event is an institution course (college, university, etc.) that should be indicated. Faculty members are generally readily accepted.
- Relevance: It is necessary to show that the material in the course is relevant to what an operator needs to know or do. Reference can be made to the Association of Boards of Certification (ABC) Need-to-Know publications. They can be found at:
 - [ABC – Need-to-Know Criteria](#)
- Verification: Advise what documentation will be given to successful students. Certificate? Letter? Transcript?

Operator

An operator who takes a course that he/she thinks is worth CEUs can make an application either before or after the course. The operator must ensure the following are complete before submitting:

- First check the list of Alberta Environment and Parks (AEP) approved courses at:
 - [Landfill and Composting Facility Operator Certification](#)
- Sponsor: Name of sponsor and why is the sponsor credible.
- Instructor: Name of instructor (if possible attach a copy of the instructors qualifications). If the course is a seminar with multiple speakers, indicate as such.
- Course description: Provide a copy of the detailed course outline, schedule - hour by hour and indicate the presentation method (workshop, conference, laboratory, correspondence or online).
- Relevance: Indicate the relevance to an operator's job duties.
- Verification: If training has already been completed, provide proof of completion (certificate, letter or **transcripts with course highlighted**); if the training is in the future, please indicate what will be provided.

AEP will **NOT** recognize CEUs or award CEUs for the following:

- Mass media programs (Video/DVD) that are not part of an educational program
- On-the-job training, apprenticeships and work experience
- Association nomination and elections sessions
- Work related staff and committee meetings
- Association business meetings and reports
- Self-directed study without course completion/verification
- Assigned reading and study time (homework) associated with any training program
- Report writing
- Trade shows
- Product demonstrations (any length)
- Training not specific to landfill and composting facility operators (e.g. WHMIS, First Aid, etc.)
- CEUS will not be given for duplicate training (exception: conferences or workshops with different program)

Complete this form and attach all relevant information. Forward to:

- Email: Richard.Adjei@gov.ab.ca