 

# Application for MWPCP Continuing Education Credit Hours Determination

**Use this form to request a continuing education credit hour determination from the MWPCP for a specific training event. This request can come from the instructor or a participant and can be requested in advance of or after the event. Return to BWSR, c/o Amy Waters, 520 Lafayette Rd. N., St. Paul, MN 55155 or email to** **amy.waters@state.mn.us****.**

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| **Name of Training Event:**   |
| **Date(s) of Event1:**   |
| **Event Location (City & State)2:**   |
| **Event Sponsor:**   |
| **Sponsor Contact Information:**   |
| **Instructor Name(s) & Affiliation3:**   |

1Enter date viewed for online training such as videos and narrated powerpoint presentations.

2Enter “online” for online training.

3Enter “see attached” if this information is in the training event agenda that you are required to submit.

**Training Category -** check all that apply

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| [ ]  Wetland Delineation/Identification [ ]  Wetland Restoration [ ]  Wetland Monitoring [ ]  Wetland Regulation [ ]  Wetland Functional Assessment  |

**Note:** To qualify for continuing education credit hours, training events must fall within one or more of the five subject matter categories listed above. Qualifying training events can be on more specific subjects (such as plant identification, soil texturing, etc.) provided they relate to one of these broader categories.

**Training Event Details –** check one

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| [ ]  Requesting credit hours for entire event[ ]  Requesting credit hours for a portion of the training event, specify1:  |

1If you are requesting credit hours for a portion of the training event (such as a conference with multiple sessions, some of which are not related to wetlands), identify the specific sessions/time periods that you think qualify. You can reference an attached agenda to identify specific sessions/time periods.

**Credit Hours**

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| Enter number of hours of training (to the nearest hour) minus breaks1:  |

1Entry should supported by detailed training agenda.

**Agenda**

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| [ ]  Agenda attached[ ]  Agenda not attached, explain1:  |

1An agenda is generally required. However, there may be training events such as online videos where the sponsor does not provide an agenda. In those instances, the requestor must provide other information supporting training content and hours of training. This may include a web address where the online training is available for viewing and confirmation by the MWPCP.

**Requestor**

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| **Name**  | **Signature** | **Date**  |