 

# MWPCP Continuing Education Credit Hour Reporting Form

**Use this form to report credit hours for attending/participating in professional wetland training events. You do not need to submit this form for MWPCP-sponsored training events. Your credits will automatically be assigned to you by the MWPCP if you are certified and you registered and attended the training. Return to BWSR c/o Amy Waters, 520 Lafayette Rd. N., St. Paul, MN 55155 or email** **amy.waters@state.mn.us****.**

Refer to the Minnesota Wetland Professional Certification Program (MWPCP) Policy and Procedure Document for Continuing Education for information on what training events qualify for continuing education credit and how credit hours are determined.

Certified Professionals and In-Training Professionals are encouraged to submit a reporting form for each training event as they are completed rather than waiting until the end of the certification renewal period.

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| **Name of Training Event Attended:**   |

**Is the Training Event you attended listed on the MWPCP website as an approved event?**

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| [ ]  Yes, attended the entire event. Skip to the end of the form and enter your name, certification number, and sign and date.[ ]  Yes, but did not attend the entire event. Skip to training event details box and identify what portion of the training you attended and how many credit hours you are claiming.[ ]  No.  |

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| **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” and the website address 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 submitted 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.

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| **Name:** **Certification #:**   | **Signature** | **Date**  |