

**APPLICATION for COURSE APPROVAL:**

Training Sponsor Name: \_\_\_\_\_

Sponsor ID #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Course Title: \_\_\_\_\_

Relevant to:  Drinking Water  Wastewater  Both

Learning Relevant to:  Basic  Intermediate  Advanced  Basic to Advanced

Has this course been reviewed and/or approved previously?  Yes  No  
If so, describe.

Amount of ceu contact hours requested: \_\_\_\_\_ ceu hours

Describe the type of training format in which the course will be presented:

- Classroom  Conference – Association Meeting  Self Study  Webinar

(Provide separate application for each training format to meet FDEP Rules)

What types of presentation will be used in the training course (check all that apply):

- Text based  Audio Cassette  Video Cassette  Graphic Displays  
 Web based  CD-ROM  Software  Hands-On Demonstration  
 Other (describe) \_\_\_\_\_

Brief Description of Course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor and Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course Schedule:  One Time Offering  Multiple Offerings  Self-Study

Time and Location: \_\_\_\_\_

Any reference and training materials required for course, prior to taking the course,  Yes  No If so, describe:

Resources and Training Materials provided to the student during the course (check all that apply):

- Hand-outs  CD-ROM  Workbook or Manual  
 Publications  Testing Instruments  Other \_\_\_\_\_

Assessments during the course (check all that apply):

- Quizzes/tests  Report  Case Studies  
 Oral Examination  Written Examination  Evaluation form

Certification:

I certify that I have read the FDEP Manual for Approving Continuing Education Courses for Operator Licensing and FUSE Procedure for Becoming a Training Sponsor and agree to abide by those responsibilities and guidelines. I am aware that any failure to abide by those guidelines may result in the termination of my training sponsor approval to offer courses and that all course approvals will be simultaneously withdrawn.

Applicants Signature: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agent for (e.g. government agency, institution, school district):

\_\_\_\_\_

Date: \_\_\_\_\_

- In this course application, please upload the application along with references and resumes, evidence of reporting, timetable .... Review the Training Checklist (located in the Start Training Program section – at the bottom of the home page) .... UPLOAD all documents in a PDF file for submitting on the website.
- The course application shall be upload from the Training Program tab located in the website top header, processing fee and browser windows are located here to complete the process.
- Course Application is required for each training format to address FDEP Rules and requirements.
- Webinars – all webinars are reviewed on a case-by-case basis. See special reporting requirements illustrated in the Procedures manual. All webinar applications shall demonstrate compliance with requirements, evidence of previous experience, and detail their validation of student participation and attendance.
- The application shall include copies of student manual and workbook, description of how quizzes are administered detailing procedures for grading and documenting student results, privacy act – how data is kept confidential, describe percentage or impact of student's assessment requirements for self-study and webinars, and finally discuss the class participation of students.
- Training relevant to engineering based, design, and/or design considerations are not acceptable for water and wastewater operations.

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### **Instructions:**

All course applications, supplemental requirements, and/or course completion rosters shall be uploaded on the FUSE website: [www.fuse.ws](http://www.fuse.ws)

All applications and details are illustrated on the website, for further details contact: [edgarwilliam@bellsouth.net](mailto:edgarwilliam@bellsouth.net)

### **Florida University of Sanitary Education, Inc**

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website: [www.fuse.ws](http://www.fuse.ws)

Updated: 10.06.2021

## **Classroom – Conference – Association Meetings – Self-Study - Webinar**

***An application for approval of a training course(s) associated with a technical session, workshop, or association conference must be relevant to the water or wastewater treatment field and include the following information:***

- Course Title and Summary – a brief overview of the course describing the course topic, areas of course concentration, learning objectives of the course, and goals of the instructor pertaining to the course development should be discussed.
- Course Contact Time – a timetable or agenda illustrating the material to be covered during the course, along with morning and afternoon breaks, lunch, and any demonstration, group participation, or hands-on training. The timetable shall indicate the topics and associated time allocated for each discussion. The net contact time shall equal the amount of ceu credits proposed for the training course.
- Course Location and Time – provide the location and time of the training course, and date(s).
- Course Relevancy – indicate whether this course content applies to drinking water, wastewater, or both.
- Prerequisites – discussion of any skills or knowledge, research or studies, and supplemental material required prior to taking the course.
- Learning Objectives – what the student should obtain and retain from taking this course. List three objectives which the course developer hopes to accomplish with this training course.
- Instructor Experience and Qualifications – summary of the subject matter expert experience within the water and wastewater industry, license held, educational background, and knowledge concerning the training course.
- References and Training Materials – list references and published materials required or utilized in the training course. Provide URL and links to web-based resources for students to utilize for further knowledge basis exercises and self-study.
- Copy of Course Material – provide final draft copy of course hand-outs, PowerPoint presentation, or supplemental information utilized as visual presentation for the training course.
- Certificate of Completion – provide sample copy of Certificate of Completion to be issued to all students upon completion of the training course.
- Listing of Course with Approved Training Sponsor: name of organization, association, technical school, academy, or group sponsoring the course. List their approved FUSE Training Sponsor number.