

## Request for review of technical session for CPE Contact Hours Wastewater and Water Works Operators

**Guidelines:** Both VWEA and VA AWWA look to provide Continuing Education Credits for their training events. Technical sessions must be submitted prior to the event to the VWEA Continuing Education and Development (CED) Committee and the VA AWWA Education Committee. Both committees will review and provide an opinion on whether a technical session qualifies for CPE Contact Hours for Wastewater and/or Water Works Operators.

It is the responsibility of the requesting committee to complete this request form and to document a relationship between the technical session and the core competencies identified in the appropriate guidelines below:

- Virginia Board for Waterworks and Wastewater Works, Operators and Onsite Sewage System Professionals Regulation, last updated April 1, 2017.
- Virginia Waterworks Operator Classes 1-6 Exam, Candidate Information Bulletin, revision date 1.27.16

Please complete the appropriate sections below passed upon the type of credits requested. A single request form must be provided for each individual technical session/presentation.

**Deadline:** Request for review must be received by each organization at least 60 days prior to the session date. You should expect a response back to your request within 20 business days.

---

Type of Credits Requested:  Water  Wastewater  Both

Request Date:

Submitted By:

Workshop or Conference:

Session Date and Time:

Length of Session:

Session Title:

## Request for review of technical session for CPE Contact Hours Wastewater and Water Works Operators

Waterworks Core Competencies:

Wastewater Works Core Competencies:

---

Speaker Name:

Speaker's Credentials:

---

Abstract:

Requestor: \_\_\_\_\_  
(signature) (printed name)

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

Submit to: VWEA – Christina Perez, CED Chair – [cperez@hrsd.com](mailto:cperez@hrsd.com)  
VA AWWA – Russ Navratil, CPE Coordinator – [nav@henrico.us](mailto:nav@henrico.us)