### Continuing Education Attendance Form
National Environmental Health Association

**ALL STEPS MUST BE COMPLETED**

**FOR NEHA USE ONLY**

Name of Program: **2017 Onsite Wastewater Mega-Conference**

Location: **Dover, Delaware**

Dates: **October 22-25, 2017**

Total Number of NEHA Authorized CE Contact Hours: **18.0**

### STEP 1. Name and Address of Applicant

| Name: ______________________________________________ | Date Completed Training ____________________ |
| Address: ____________________________________________ |  |
| City: _____________________________________________ | State: __________________ | Zip: __________________ |
| Daytime Phone: __________________ | Email: ____________________________ |

NEHA Membership Number (if applicable): ______________________________________________________

NEHA Credential ID Number (if applicable): ___________________________________________________

### STEP 2. Competencies

Please list the new competencies you have developed.

-  
-  
-  
-  

### Step 3. Total CE Hours

<table>
<thead>
<tr>
<th>Number of Hours attended:</th>
<th>(-) Breaks/Lunches:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(-) Dinners:</td>
<td>-</td>
</tr>
<tr>
<td>(-) Business Meetings</td>
<td>-</td>
</tr>
</tbody>
</table>

Total CE Hours: __________

### Step 4. Attendance Verification (Representative from Pre-Approved CE Program, please sign below)

ATTENDANCE VERIFICATION SIGNATURE: ______________________________________________________

### Step 5. CE Fees

- I am credentialed with NEHA, there is no charge (please see other side of form for submission instructions)
- I am not currently credentialed with NEHA, there is a $7.50 charge per CE Submission (please see other side of form for submission instructions)

**Method of Payment (if applicable):**

- Check or Money Order payable to NEHA
- Visa or Mastercard  
  Card Number: ___________________________  
  CVV Code: ___________________________  
  Exp. Date: ___________________________

Authorized Signature: ________________________________________________________________
Step 6. Submission Instructions

1. If you are credentialed with NEHA:
   ✓ Please submit your continuing education online using the CE online Submission process at: http://www.neha.org/CEweb/CE.asp
   ✓ Log in with your last name and NEHA Credential ID Number
   ✓ Complete the online submission form
   ✓ Retain this form for your records. In the event you are audited this form will serve as your proof of attendance.

2. If you are currently not credentialed with NEHA:
   ✓ Please submit this completed form along with the appropriate fee ($7.50 per submission) to:

      National Environmental Health Association
      Attn: Continuing Education
      720 S. Colorado Blvd., Ste. 1000-N
      Denver, CO 80246
      Phone: (303) 756-9090 ext. 310
      Fax: (303) 691-9490
      Email: credentialing@neha.org