



National Environmental Health Association

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September 8th, 2021

Thomas Groves

RE: Pre-Approved Continuing Education Credit with NEHA

Hi Thomas,

Thank you for submitting your program for pre-approved continuing education credit with the National Environmental Health Association (NEHA). I am pleased to inform you that this program has been approved for 12 contact hours of continuing education with NEHA. Feel free to advertise this fact in your conference flyer or other promotional materials.

Course Title: 2021 Onsite Wastewater Mega-Conference

Location: Embassy Suites San Marcos by Hilton Hotel & Conference Center, San Marcos, Texas

Dates: October 17-20 2021

Expiration: 10/20/2022

All approved courses will have an expiration date of one year from the first date the course is offered. If your submission has various sessions, the expiration will occur one year from the date of the last course. Approved courses are good through their expiration date, unless a change of curriculum occurs prior. Should there be a change in curriculum prior to the course expiration date, you must submit a new Pre-Approval application with fees to NEHA for review & a new expiration date will be assigned.

I have enclosed our Continuing Education (CE) Attendance Form, which may be reproduced & used by your participants. We suggest providing this form to each participant at the beginning of the conference/course. The form serves as proof of attendance & should be retained by the individual for their records. In addition, the sponsoring agency must verify the person's attendance by signing each form. For individuals to receive continuing education credit with NEHA, members would log into their My NEHA account on the neha.org website, & enter their hours using the **Report CEU Credits** link under the **Credentials & Exams** tab. In the event an individual is audited by NEHA, they would need to provide a copy of the CE Attendance Form as proof of participation.

It is a credit to your organization that you are offering these programs. Continuing education is vital to professional development, & your program will enhance the participant's expertise in the environmental health field. Thank you for your efforts to elevate the regard accorded to our profession through continuing education & for the pleasure of working with you.

Sincerely,

Bobby Medina

Credentialing Specialist
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