



# National Environmental Health Association

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September 12, 2022

Thomas Groves

## RE: Pre-Approved Continuing Education Credit with NEHA

Hello 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 up to 18 contact hours of continuing education with NEHA. Feel free to advertise this fact in your conference flyer or other promotional materials.

### Course Title: 2022 Onsite Wastewater Mega-Conference

Location: Springfield, MO

Dates: October 30-31, 2022

Expiration: 10/31/2023

All approved courses will have an expiration date one year from the first date the course is offered. 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 and a new expiration date will be assigned. This course is eligible for CE credit however many times the course is given until the expiration date.

I have enclosed our Continuing Education (CE) Attendance Form, which may be reproduced and 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 and should be retained by the individual for his/her 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, and enter their hours using the "Report CE Credits" link under the "Credentials & Exams" tab. In the event an individual is audited by NEHA he/she 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, and 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 and for the pleasure of working with you.

Sincerely,

*Bobby Medina*

Bobby Medina, Credentialing Customer Service  
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