



COMMONWEALTH OF MASSACHUSETTS
**Board of Registration
of
Hazardous Waste Site Cleanup Professionals**

Continuing Education Coordinator: (617) 292-5556 FAX: (617) 292-5872

**APPROVED CONFERENCE
CONTINUING EDUCATION ATTENDANCE CERTIFICATION FORM**

This Form is for use by each LSP who attends a Board-approved conference seeking credit towards fulfilling his/her continuing education requirements under 309 CMR 3.09. *Please note that, once executed, this form is to be retained by the LSP. An LSP who wishes to use credits earned at this conference will have to attach a copy of this form to his/her next license renewal application.*

Part 1. Conference Information [to be filled out by LSP Board staff]

- A. LSP Board Conference Number: 1433
- B. Conference Name: Northeast Private Well Symposium
- C. Conference Sponsor: NSCI
- D. Date(s): November 14 – 15, 2011
- E. Location: Southbury, Ct

Part 2. LSP Information [to be filled out by LSP or conference sponsor]

- A. LSP's Name:
- B. Date(s) attended:

Part 3. Credits Earned [to be filled out by conference sponsor using Instructions on reverse side]

- A. Number of hours in attendance at conference: _____
- B. LSP Continuing Education Credits earned: (50% of A) = _____

<p>To: The Massachusetts Board of Registration of Hazardous Waste Site Cleanup Professionals</p> <p><u>CONFERENCE SPONSOR REPRESENTATIVE CERTIFICATION</u></p> <p>Under the pains and penalties of perjury, I hereby certify (i) that the person named above attended this conference on the date(s) and for the number of hours indicated above, thereby earning the LSP Continuing Education Credits shown on line 3.C; and (ii) that sign-in/sign-out logs for this conference, and for each workshop approved for full credit, were kept and will be maintained for a period of at least 3 years. I understand that making a materially false or inaccurate statement to the LSP Board is punishable by a fine and/or imprisonment.</p> <p>_____</p> <p>(Print) Name of conference sponsor representative (Signature)</p> <p>Date: _____ Phone No. _____</p>

Under pains and penalties of perjury, I hereby certify that I attended the above-named conference on the date(s) and for the number of hours indicated above. I understand that making a materially false or inaccurate statement to the LSP Board is punishable by a fine and/or imprisonment and may result in the loss of my license.

DATE _____ Signature of LSP _____ License No. _____

INSTRUCTIONS FOR COMPLETING ATTENDANCE CERTIFICATION FORM

A completed, signed "*Continuing Education Attendance Certification Form*" is to be given to each LSP who obtains continuing education credit for attending a Board-approved conference, including any Board-approved workshops that occur at the conference. The Form is to be completed, as indicated below, by a duly authorized representative of the conference sponsor. Each conference sponsor must maintain a daily sign-in/sign-out log that each LSP must sign each time he or she arrives at and leaves the conference premises. Conference sponsors must also maintain a separate sign-in/sign-out log for each conference workshop that has been approved by the Board for full credit. Whenever an LSP signs in or out on any of these logs, an authorized representative of the conference sponsor must (1) check the LSP's photo I.D. to verify his or her identity and (2) enter the time of day next to the LSP's signature. Each conference sponsor must utilize these sign-in/sign-out logs to calculate the total number of LSP continuing education credits each LSP receives for attending the conference and approved conference workshops. LSPs must attend 2 hours of conference to earn 1 conference credit, but they earn 1 conference credit for each hour spent attending an approved conference workshop. **PLEASE ALSO NOTE that executed *Continuing Education Attendance Certification Forms* are to be retained by the LSPs, who must submit copies of these forms as part of their next license renewal application if they intend to use the credits earned.** For further information or guidance, LSPs and conference sponsors are encouraged to contact the Board's Continuing Education Coordinator at 617-292-5556.

Part 1: After the LSP Board has reviewed and approved for LSP credit a conference proposed by a conference sponsor, the LSP Board staff will (a) complete Part 1 of the *Continuing Education Attendance Certification Form* and (b) mail the original Form to the conference sponsor. The conference sponsor may copy the original Form as many times as needed to provide one to each LSP who obtains credit by attending the conference.

Part 2: Either the conference sponsor or the LSP may fill in the LSP's name and dates attended [*Lines 2.A and 2.B*].

Part 3: Only an authorized representative of the conference sponsor may fill in Part 3. This part is to be completed at the conclusion of the conference. The procedure for calculating and recording the LSP Continuing Education Credits earned by each LSP is as follows:

- Step One: The sponsor must review the sign-in/sign-out logs for the conference and tally up for each LSP the total amount of time each LSP attended the conference. In tallying this time, the sponsor shall count only those hours and minutes each day between the time the LSP signed in and the time the LSP signed out. LSPs must sign both in and out to receive any attendance hours on any given conference day.
- Step Two: The sponsor must review the sign-in/sign-out logs for each approved conference workshop and identify those LSPs who met the following attendance requirements: *For approved conference workshops that are more than four hours in length, the LSP must attend at least 75% of the session or 4 hours, whichever is greater. For approved conference workshops that are at least two but no more than four hours in length, the LSP must attend 100% of the session.*
- Step Three: For each LSP identified in Step Two, the sponsor must tally the total time each one spent in these approved conference workshops for which they met the attendance requirements. The time tallied for each such workshop shall be the actual time each LSP was in attendance at the workshop as shown by the sign-in/sign-out log for that workshop. Record the total time tallied on **Line 3.A** of that LSP's *Continuing Education Attendance Certification Form*.
- Step Four: On **Line 3.B**, record the total *additional* time the LSP attended the conference, i.e., the total time spent attending the conference not counting the time (noted above on Line 3.A) in attendance at approved conference workshops for which the LSP met the attendance requirements.
- Step Five: Add the number of hours on **Line 3.A** and 50% of the number of hours on **Line 3.B**. The result is the number of LSP Continuing Education Credits the LSP has earned at this conference. Record this number on **Line 3.C**.
- Step Six: A duly authorized representative of the conference sponsor should carefully read the language of the **Conference Sponsor Representative Certification**. After Part 3 of the Form has been fully and accurately completed, the authorized representative must enter the date the Form is signed, provide a business phone number, print his or her name, and sign the Certification where indicated.

All LSP continuing education credits earned by attending Board-approved conferences shall be deemed "other" credits, i.e., they shall not constitute either "DEP Course" credits or "Regulatory" credits.

THE LSP CERTIFICATION: This item must be completed by the LSP after the conference if the LSP intends to use the credits earned for license renewal. The LSP should date and sign the certification where indicated.